Hall Director II

Posting Details

Position Information

Posting Number  SF00007
Job Title  Hall Director II
Position Number  107392
FTE  1.00
FLSA  Exempt
Position Type  Faculty/Professional Staff
Union  PTAA - Professional/Tech/Admin Assoc
Pay Grade Level  7
Pay Rate  $36,475 - $47,219 (anticipated hiring range: $36,475 - $41,848)
Status  Calendar Year, Full-time, Permanent

Department Information

Department  HRL Central Office
Contact(s)  Gail Henriques, Office of Human Resource Administration
Contact Phone/Extension
Contact Email  ghenriques@uri.edu
Physical Demands
Campus Location  Kingston
Grant Funded
Extention Contingency
Notes

Duties and Responsibilities

APPLICATION DEADLINE INFORMATION: Search will remain open until filled. First consideration will be given to applications received by March 4, 2015. Second consideration will be given to applications received by March 11, 2015. Applications received subsequent to the first consideration date (March 4, 2015) may not be given full consideration.

BASIC FUNCTION: Serve as chief administrative officer for residence hall(s) housing up to 900 students, on a 24-hour basis. Develop and coordinate educational, cultural, social, and recreational programs with the objective of fostering student development and encouraging a sense of community within the living units. Supervise and train student support staff; supervise/advise hall councils and assist with the advisement of the Residence Hall Association; establish and enforce policies and regulations as designated by the University, division, and department; assist with student
adjudication; serve as liaison on issues of building maintenance and custodial services; perform various other administrative functions. This is a live-in, twelve-month position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide appropriate resources and support for educational, cultural, social and recreational programs in the residence halls, which will foster personal development, a sense of community and meet the needs of students.

Assist in the development of viable residence hall governing bodies and advise and work with them and the residents in achieving community goals.

Work with the central office staff in the administrative aspects of residential life, including generating routine housing assignment reports, conducting room inspections, completing damage billing work order forms, and conducting closing check out.

Assist in the adjudication of residence hall conduct cases as necessary.

Provide appropriate counseling and referral services for personal, emotional, and academic needs of students and mediate interpersonal problems.

Counsel and/or advise in the continuing education of special groups within the residence halls (e.g., freshmen, wellness, international, learning communities).

Mediate group problems in a way which encourages students to take responsibility for their own actions and problem solving.

Follow up on student/parent concerns as instructed by the Director or Assistant Director, HRL/Residential Education.

Implement and enforce laws of the State of Rhode Island and policies and regulations of the University, division or department. Assist as liaison with the University police and other departments and agencies as necessary.

Hire, supervise, train, and evaluate graduate and undergraduate live-in staff.

Participate in regular in-service training and in department and/or division meetings; carry out responsibilities on department and/or division committees as necessary; and participate in professional development opportunities.

Monitor physical condition of building on a regular basis and work collaboratively on problem resolutions. Meet regularly with the housekeeping staff to achieve a positive building management team.

Organize the execution of such duties as budgeting residence hall funds, educational funds, and supervising the provision of general services. Oversee and assume responsibility for petty cash funds for building(s).

Oversee respective residence hall programming efforts and create opportunities for resident engagement.

Assume responsibility for the use and storage of any building master keys and/or specialty keys, and for reporting any potential security risks to his/her supervisor immediately.

Oversee programming and training which addresses diversity and multiculturalism within college campuses and the larger society.

Respond to building emergencies (e.g., power outages, floods, suicide gestures, and behavioral misconduct) when they occur.

**OTHER DUTIES AND RESPONSIBILITIES:**

Provide on-call responsibilities for the residence halls on a rotational basis seven evenings a week and weekends during the academic year.

Assist with the instruction of the RA course and other training initiatives.

Participate on committees and special projects as requested.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, spreadsheet and database software.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**

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**Required Qualifications**

REQUIRED QUALIFICATIONS:

1. Master’s degree in higher education, student affairs, or related field;
2. Two years of post-undergraduate residential life experience;
3. Demonstrated ability to communicate effectively verbally and in writing;
4. Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and to communicate the interpretation to others;
5. Demonstrated strong human relations skills;
6. Demonstrated ability to deliver oral presentations before groups;
7. Demonstrated experience working with diverse student populations.

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**Preferred Qualifications**

PREFERRED QUALIFICATIONS:

1. Demonstrated experience as a live-in residence hall supervisor;
2. Demonstrated familiarity with the environment and culture of a large public
Environmental Conditions

This position is not substantially exposed to adverse environmental conditions. This is a live-in, twelve-month position.

Posting Date

02/18/2015

Closing Date

Special Instructions to Applicants

Please attach (PDF) the following to your electronic application: (1) cover letter, (2) resume which includes the names and contact information for three professional references, including your current supervisor.

Quicklink for Posting

http://jobs.uri.edu:80/postings/127

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. How did you hear about this employment opportunity?
   • Public Job Posting
   • Internal Job Posting
   • Agency Referral
   • Advertisement/Publication
   • Personal Referral
   • Website
   • Other

2. * Do you have a Master’s degree in higher education, student affairs, or related field?
   • Yes
   • No

3. * Do you have two years of post-undergraduate residential life experience?
   • Yes
   • No

4. * Do you have demonstrated ability to communicate effectively verbally and in writing?
   • Yes
   • No

5. * Do you have demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and to communicate the interpretation to others?
   • Yes
   • No

6. * Do you have demonstrated strong human relations skills?
   • Yes
   • No

7. * Do you have demonstrated ability to deliver oral presentations before groups?
   • Yes
   • No

8. * Do you have demonstrated experience working with diverse student populations?
   • Yes
   • No

Applicant Documents
Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents