

Job Code:...100571-2018
Position #: (PTAA)....(E)
Developed by:.....LT, AD
Reviewed by: DLJ
Approved by:.....LK
Date: 1/93; 4/98; 2/03;
3/09; 2/15; 8/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Hall Director
DIVISION: Student Affairs (Housing and Residential Life)
REPORTS TO: Associate Director of Residential Education
GRADE: 5
SUPERVISES: Student staff

BASIC FUNCTION:

Serve as Hall Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as the chair of the HRL communication committee. Serve as a member of the diversity committee and participate in programs/events.

Update the HRL website weekly, in consultation with HRL tech support. Create monthly current events newsletter. Update HRL brochures, mailing materials, promotional items and social media pages. Review content on building social media accounts and make appropriate recommendations/edits.

Supervise student staff (graphic designer.)

Contribute to night/weekend programming initiatives by hosting events on campus for students. Inform residential students of campus wide weekend events.

Work with HRL summer projects to assist with housing or conference needs. Assist with occupancy management projects (including contacting students who do not move in over opening weekend to confirm their plans.) Coordinate Quality Assurance Tours for each residence hall.

Compile information from student success plans in Starfish to provide assessment data to LLC partners. Serve as the census coordinator for the department.

Serve as a student conduct hearing officer as needed for first level cases. Engage students who have not yet met with their RA as part of the Residential Curriculum.

Enter fire safety violations into student conduct software. Send out letters to students found in violation for first low level violations, and meet with students for low level conduct regarding fire safety, as needed.

Review work orders for accuracy and follow up, as needed, with facilities to ensure completion. Notify residents and staff when contractors will be entering living spaces to complete projects.

Serve as the point person for working on a lockout procedure for resident students. Oversee lockout tracking and follow up. Coordinate with campus partners to identify best practices in managing lockout concerns on campus.

OTHER DUTIES AND RESPONSIBILITIES:

Provide assistance and customer service support (during busy season) in various HRL projects (i.e., room registration, open houses, talking with parents and students, resolving student concerns), department meetings, opening weekend programming and coordination.

Serve as a resource for residential students, as appropriate.

Attend staff meetings and trainings, as appropriate.

Perform additional duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in higher education, student affairs, or related field; Minimum two years of post-undergraduate residence life experience in higher education, (including a minimum of two years of live-in residence life experience in a higher education setting); Demonstrated proficiency in written communications skills; Demonstrated strong interpersonal and verbal communications skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated residence life experience in a higher education setting in positions of increasing responsibility, (including staff training and development, supervision and evaluation, program planning and implementation, facilities management, basic computer applications, and student conduct experience.

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