

Job Code:...100778-2020  
Position #: (PTAA).. (E)  
Developed by:...AD; KM  
Reviewed by:.....DLJ  
Approved by:.....AMC  
Date:.....01/17; 01/20

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Hall Director II  
**DIVISION:** Student Affairs  
**REPORTS TO:** Assistant Director, HRL/Residential Education  
**GRADE:** 7  
**SUPERVISES:** Graduate and undergraduate students

**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.

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

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

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; 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, living learn community funds, and supervising the provision of general services. Oversee and assume responsibility for programming 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 keys and/or cards, and for reporting any potential security risks to 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 concerns) when they occur.

**OTHER DUTIES AND RESPONSIBILITIES:**

Provide on-call responsibilities for the residence halls on a rotational basis.

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

Participate on committees and special projects.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, spreadsheet and database 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 of two years of post-undergraduate residential life and/or student affairs experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and to communicate the interpretation to staff and students; Demonstrated presentation skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience as a live-in residence hall supervisor; and, Demonstrated familiarity with the environment and culture of a large public university.

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