



Residence Hall Director Job Description

Office of Residence Life Mission Statement

The Office of Residence Life is committed to providing residents a comfortable, educational, diverse, and caring community where academic success, personal growth, and social responsibility are valued.

Educational Priority

As a result of living on campus, students will become empowered citizens who responsibly impact their communities.

I. GENERAL STATEMENT OF DUTIES:

The Residence Hall Director is a full-time, live-in, professional staff member responsible for the daily operations of a 250-650 bed residence hall(s) or on-campus apartments. The RHD directly supervises 5-12 Resident Assistants, 1-2 Inclusion Assistants, and most RHDs supervise a front desk operation and advise hall council. The RHD is charged with developing a community that promotes engagement, learning, respect for diversity, and student success. The RHD plays an integral role in developing and implementing our residential curriculum. On-call responsibilities are shared for 1,200-2,000 residents.

A live-in position is one where the individual maintains an on-campus apartment as their primary residence. RHD's must reside in an on-campus apartment throughout the term of their appointment. The department provides an apartment and meal plan to allow the RHD to be visible in their community, eat meals in the residential restaurant, attend meetings and events regularly, and be able to respond to emergencies within their community.

Some summer employment opportunities are available. Hall Directors are provided 12-month housing if returning the following year.

Reporting Structure: The Residence Hall Director reports directly to the Assistant Director of Residence Life and indirectly to the other Assistant Directors, the Associate Director, and Director of Residence Life.

Minimum Qualifications: Bachelor's degree and previous residence life experience is required; Master's degree in college student personnel or higher education administration and supervisory experience is strongly preferred.



II. SPECIFIC DUTIES PERFORMED

A. Administrative

- Manage the day to day operations of residence hall(s) or apartments.
- Computer proficient, including: web-based programs, Microsoft Office, and e-mail as a significant mode of communication/documentation.
- Develop and utilize hall opening/closing procedures.
- Maintain occupancy/roster and maintain key control/inventory.
- Attend meetings, including but not limited to: department meetings, staff meetings, committee meetings, and one-on-one meetings.
- Serve on Residence Life committees.
- Maintain administrative and informational records.
- Supervise a 24-hour desk operation where applicable; be responsible for safe monies, if applicable.
- Complete student account charges for private and public area damages.
- Fiscally responsible for hall operational and social accounts.

B. Staff Supervision

- Interview, select, train, supervise, and evaluate Resident Assistants, Inclusion Assistant, Hall Council Advisor and desk staff, as needed.
- Hold staff accountable for meeting performance expectations, including responsibilities outlined in the residential curriculum.
- Utilize departmental resources for staff development and training, including but not limited to the Paraprofessional Resource Center and Skyfactor Survey results.
- Provide staff members guidance about University policies and procedures.

C. Community Development

- Establish a strong, positive learning environment within residential areas and the University community.
- Work with students in developing floor/building communities conducive for high academic achievement.
- Provide leadership in creating a community that supports students of underrepresented and diverse populations.
- Educate staff and students to self-enforce policies and respect the rights of others through community standards.

- Actively advise Hall Council and Executive Board.
- Provide training and resource information to staff and Hall Council leaders (Executive Board) in program development and implementation.



- Attend all Hall Council and E-board meetings, providing direction and information on University policies and procedures.
- Encourage maximum participation of residents in Hall Council and hall programs.

D. Student Development

- Contribute to the development and facilitation of the residential curriculum.
- Serve as a partner in the student's total development by working with: Academic Advising and Assistance, Career Development Center, Counseling Center, Care Advocate, Student Activities and Involvement, and other offices as warranted.
- Facilitate leadership opportunities and support all students in leadership development, specifically leadership events sponsored by Residence Life.
- Facilitate the discipline process to serve as an educational tool.
- Contribute to recruitment and retention programs and initiatives.

E. Counseling/Discipline

- Follow up on all discipline in an educational and timely manner with appropriate documentation.
- Work collaboratively with the Office of Student Conduct and Office of Student Affairs.
- Refer all mental health concerns to appropriate resources and maintain thorough documentation.
- Utilize the Care Advocate with staff members and as a resource and referral.
- Complete Behavior and Safety Plans, emergency contact notifications, and Student Expectations Meetings as appropriate.
- Engage family and/or other supports in creating success for students.

F. Health and Safety

- Provide crisis management support and intervention, which may be required on weekends, at night, etc. Serve on an on-call duty rotation. Respond to additional emergency situations as necessary. Supervise 24-hour coverage of area.
- Develop a security program and coordinate emergency procedures, i.e., power outage, fire drills, medical emergencies, bomb threats, etc. Educate residents about emergency procedures.
- Maintain appropriate communication with CMU Police.

G. Facilities Management

- Communicate with Building Maintenance Worker (BMW) and immediate supervisor on building needs and preventive maintenance projects.



- Submit work orders for facility needs not covered by the BMW.
- Monitor all public area facilities, utilizing a damage control board/improvement committee as necessary.
- Maintain positive working relationship with custodians and other facilities personnel.
- Coordinate and supervise proper usage of residential restaurants and public spaces when used for programs and activities.
- Monitor fitness/computer equipment, if applicable.

H. Continuous Improvement

- Support department, division and university strategic planning initiatives, mission, vision and educational priority.
- Contribute to a comprehensive assessment plan that encompasses satisfaction, retention, and student learning goals.
- Utilize assessment and benchmarking survey data to lead evidence-based enhancements in the development of community, programming, facilities, wellness and support services for students, the department and self.

I. All Other Duties as Assigned

While performing staff supervision, community building and education, health and safety and facilities management duties of this position, the employee is required to access all floors and public areas of the building(s) on a weekly basis and periodically access floors and public areas of the other building(s) in the residential area as well as other buildings and locations on campus. Reasons for floor and building access may include but are not limited to facility and safety inspections, emergency response, student policy violations and safety concerns, staff member observation, and availability and outreach to residents. In instances of emergencies, the RHD must be able to respond in a timely manner appropriate to the situation. The employee must also be able to do exterior building inspections twice per semester or when buildings are closed for breaks. The employee is frequently required to utilize the computer and phone.

Individuals must perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CMU is an AA/EO institution, providing equal opportunity to all persons, including minorities, females, veterans and individuals with disabilities.

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