

**University of Toledo**  
**Office of Residence Life**

**Hall Director**

The mission of the Office of Residence Life is **to foster academic and social success** for our residents by providing a safe community, excellent housing facilities, education, a culture of respect and the formation of lifelong relationships.

The Hall Director is a full-time professional staff member of the Office of Residence Life, responsible for providing leadership and direction to a comprehensive student development program and for the administrative operation of a residential community. The expectation is that this is accomplished through interactions with students and staff both inside and outside of the office environment and initiatives in this area are valued and celebrated.

**Fundamental Responsibilities**

**Community Development**

- Develop relationships, programs, and initiatives that build a residence hall community.
- Work with students in developing floor/building communities conducive to academic achievement.
- Educate staff and students to self-enforce policies and respect the rights of others through community standards.
- Meet, interact with, and provide counsel for individual students throughout the hall.
- Respond to student behavior – supporting appropriate behavior and addressing inappropriate behavior through individual meetings and group meetings for critical incidents.
- Develop a plan of how to implement the programming model, with emphasis on faculty interactions and inclusion of large-scale programs planned by the hall director.
- Serve on Rocket Launch sub-committees and present parent and student sessions during Orientation.
- Implement recruitment activities in conjunction with Admissions.

**Leadership**

- Supervise a full-time clerical specialist and a staff of resident advisers or house managers, providing training, guidance, support, and direction.
- Mentor and supervise a graduate assistant, providing direction specifically in the areas of advising and desk and security supervision and monitoring their academic progress.
- Respond to crisis situations both in hall and while on a campus-wide duty rotation for 4000+ students; follow up with individual student concerns.
- Implement leadership development efforts focusing on student leaders and student groups.
- Participate with Professional and Paraprofessional Selection and Training, including teaching the paraprofessional staff class.

- Provide staff development for Resident Advisers or House Managers.
- Take a leadership role in a departmental collateral or committee assignment.
- Develop working relationships with the hall operations manager, custodial staff, and dining service.
- Represent the department at various student affairs events, activities, and committees.
- Present a program at a housing or student affairs conference and/or publish an article in a housing or student affairs publication.

#### Administrative

- Monitor student payroll, supplies, and programming budget.
- Maintain records of building occupancy, room changes, key inventory, and other administrative functions in conjunction with the graduate assistant(s) and full-time clerical specialist.
- Counsel students having roommate conflicts; make decisions about resolution to include moving one or both students immediately.
- Prepare and submit occupancy, judicial, annual, and other reports.
- Primary contact for facility concerns; do regular facility tours with recommendations for short and long-term renovations needed.
- Lead summer projects such as conferences, guest housing, overnight orientation programs, updating professional, training and student operating manuals.
- Other duties as assigned.

#### Crisis Management and Judicial Affairs

- Follow up on all discipline in an educational and timely manner with appropriate documentation: conduct discipline meetings, make decisions about policy violations, and initiate discipline letters and referrals.
- Assess and refer all counseling concerns to appropriate resources and maintain thorough documentation.
- Utilize the Counseling Center, Counselor on Call and Counselor in Residence with staff members and as a resource and referral agent.
- Complete behavioral contracts concerning students who have attempted suicide, are cutting, not taking medications, have eating disorders, etc.
- Provide crisis management support and intervention.
- Develop a hall security program and coordinate emergency procedures, i.e., power outage, medical emergencies, bomb threats, etc. Inform residents on emergency procedures.
- Maintain appropriate communication with UT Police.

#### Academic Initiatives

- Develop and implement initiatives that provide in hall academic assistance programs.
- Assist in development and management of living learning communities and academic partnerships.

## **Assessment**

Throughout the year, the hall director will prepare a regular report/update, which assesses the development of the community in which they have responsibility.

## **Specific Commitments**

- a. Respond to situations in their residence halls of direct responsibility when available Monday through Friday from 8:00 am – 8:00 pm. At other hours, staff is expected to contact duty staff, though hall directors should be notified of critical situations.
- b. Eat a minimum of 5 meals a week in the residential dining facilities.
- c. Conduct weekly staff meetings to keep all staff members informed.
- d. Meet with RA's/HM's and Graduate Assistants on weekly basis.
- e. Attend weekly Office of Residence Life staff meetings and other departmental and divisional meetings.
- f. The Hall Director may not assume additional time commitments during the appointment unless discussed in advance and approved by his/her supervisor.
- g. The Hall Director is expected to fulfill work responsibilities during the break periods and are expected to be on campus and available to residence hall students during the following times: evening duty coverage times; Opening and Closing weeks for Fall and Spring Semesters; Homecoming Weekend; and Lil' Sibs Weekend.
- h. The Hall Director is permitted to take a maximum of one academic course Fall and Spring semesters. Summer course work is permitted as approved by the summer supervisor. Exceptions and limitations may be made by the immediate supervisor.

## **Qualifications**

Master's degree in higher education, college student personnel, counseling or related field required. Two years experience managing a residence hall strongly preferred.

## **Remuneration**

- Starting Salary - \$31,000
- Professional development funds
- Furnished Apartment
- Cable, Network, Local Phone
- Meal Plan
- Reserved Parking Space
- Full university benefits package – includes vacation, sick time, health insurance, tuition waiver, and retirement benefits