

**RESIDENCE HALL DIRECTOR – Anticipated Position(s)
2015-2016**

POSITION SUMMARY

The Residence Hall Director (HD) is responsible for the community and student development in the university's residence halls. The HD supervises Resident Assistants (and may also supervise a Graduate Hall Director) in areas of approximately 400-700 residents. The Hall Director is responsible for hiring, training, supervising, and developing staff. Other major areas of responsibility include: Community and student development, administrative and managerial responsibilities, upholding community standards, facilities management, and professional development. A critical aspect of the Hall Director's responsibilities is to oversee relationship development between students and staff. The Hall Director assesses, contributes to, and oversees the implementation and enhancement of student learning outside of the classroom through a wide range of programmatic opportunities. The Hall Director reports to an Assistant Director of Residence Education. This position is a full-time, live-in, 12 month appointment, with a typical work day being 10:00am - 6:00pm.

THE UNIVERSITY OF CONNECTICUT

UConn has repeatedly been ranked the top public university in New England by U.S. News and World Report and is also ranked among the top public research institutions in the nation. Founded in 1881, the University of Connecticut has 10 Schools and Colleges at its main campus in Storrs. The University of Connecticut is a Carnegie Foundation Research University-Extensive, Land Grant and Sea Grant College.

Residential Life plays a vital role in the success of the University of Connecticut and its students by providing quality facilities, personnel, services, and programs that contribute to the mission of the University. Our comprehensive, student-centered, residential program houses over 12,000 students. Over 70% of the undergraduate student population resides in university-managed housing. We offer our students an array of housing facilities and options to enhance their learning experience, including a variety of learning communities.

DUTIES AND RESPONSIBILITIES

I. COMMUNITY AND STUDENT DEVELOPMENT

- a. Assess, represent, and advocate student needs.
- b. Initiate plans for and facilitate on-going student development in the residential areas.
- c. Develop relationships with residents and staff that contribute to the community development effort.
- d. Advise and consult with residents regarding individual educational concerns and initiate appropriate referrals.
- e. Coordinate and supervise programs in the residential areas.
- f. Advise residence hall government.
- g. Plan and implement the training of student leaders in conjunction with other professional staff.
- h. Respond to advising and programming needs of learning community and/or special interests.
- i. Utilize the community standards process to educate students of their responsibilities as community members.

II. STAFF SELECTION AND SUPERVISION

- a. Recruit and select applicants for paraprofessional staff positions.
- b. Provide on-going individual and group supervision for paraprofessional staff.
- c. Supervise RA staff relationship development with their residents.
- d. Assist with the selection of departmental professional staff.
- e. Assist with, and participate in, pre-service and in-service trainings.
- f. Develop and facilitate in-service trainings for paraprofessional staff.
- g. Evaluate paraprofessional staff and make recommendations regarding performance.
- h. Select, train and supervise student employees.

III. PROFESSIONAL DEVELOPMENT

- a. Participate in workshops held by Residential Life and the Division of Student Affairs.
- b. Participate in national and regional professional organizations.
- c. Assist in teaching EPSY 3235 (RA Class).

- d. Develop and maintain an individual personal/professional development plan in consultation with supervisor.
- e. Assume assigned summer responsibilities in Residence Education and in other units of Residential Life.
- f. Assist in departmental research projects.
- g. Serve on committees and planning groups.
- i. Perform other duties as assigned.

IV. ADMINISTRATIVE

- a. Prepare correspondence and reports maintaining appropriate records as required or requested.
- b. Assist residence hall administrative and support offices through the exchange of information about student needs, preferences, and interests.
- c. Assume on-call responsibilities as required.
- d. Administer occupancy records and procedures.

V. FACILITIES MANAGEMENT

- a. Collaborate with Residential Services staff to maintain the area and implement strategies to educate residents and promote care of facilities.
- b. Meet regularly with building housekeeping, maintenance, and dining services staff to foster a team approach.
- c. Promote environmental awareness and wellness.
- d. Assist with efforts to examine and assure student safety and security including fire safety, emergency response, and health and safety inspections.
- e. Assess facilities and make recommendations for changes related to student academic environmental needs.

MINIMUM QUALIFICATIONS:

- 1. Master's Degree and two years of residence hall experience or Bachelor's Degree and three or more years of professional residence hall experience.
- 2. Supervision of residence hall or other staff in college or university residence halls or student affairs settings.
- 3. Experience working with and addressing the needs of a diverse community varied in its ethnic composition, sexual orientation and abilities.
- 4. Demonstrated commitment to student development and educational programming; including, but not limited to: advising student groups, providing leadership training and on-going development.
- 5. Experience enhancing students' academic achievement through collaborative efforts, teaching classes or programmatic development.
- 6. Experience addressing individual student and community behavioral matters.
- 7. Ability to think critically and effectively plan and organize work.
- 8. Experience working as a part of a multi-faceted student-oriented team including liaison work with offices such as Dining Services, Facilities, Public Safety, and Student Health Services.
- 9. Willingness to work irregular and flexible hours.

PREFERRED QUALIFICATIONS:

- 1. Master's degree in college student personnel, higher education, counseling or at least five years of university residence hall supervisory experience.
- 2. Two years or more of post Master's residence hall work experience.
- 3. Current membership and/or active involvement in related professional organizations.

BENEFITS

Salary is commensurate with experience and degree consistent with the current bargaining agreement salary schedule. The HD is an UCP V position. Hall Directors live in a department-provided, furnished apartment. A significant other, partner or spouse may reside with the Hall Director in accordance with state and university guidelines. A tuition waiver is available for pre-approved course work. The outstanding benefits package includes state health care.

APPLICATION PROCESS

Applicants please apply online using Husky Hire (<http://jobs.uconn.edu/>) to upload a resume, cover letter and list of three (3) references, including names, addresses and telephone numbers. At least one of those references must be an immediate supervisor. Please indicate the professional relationship of each reference to the candidate. An official transcript will be required if an invitation for an on-campus interview is extended. Applications will be accepted until the positions are filled and review of applications will begin immediately. The University of Connecticut is an EEO/AA employer.

In keeping with our commitment to build a culturally diverse community, the University of Connecticut invites applications from women, people with disabilities, and members of minority groups.