

## RESIDENCE HALL DIRECTOR \*

### **Function of Job:**

Under limited general supervision from designated administrator, to be responsible for the general management, supervision of staff, counseling of residents and overall student programming within a residence hall.

### **Characteristic Duties and Responsibilities:**

1. Be responsible for administrative, management, and personnel functions for a residence hall, including both housing and student development functions.
2. Be responsible for selection, training, development, supervision, and evaluation of Assistant Hall Director, Resident Assistants, and student staff.
3. Provide personal assistance to students in areas of advising, counseling, crisis intervention and discipline.
4. Be responsible for general orientation of resident students and the coordination of all procedures to ensure the effective opening and closing of the residence halls at the appropriate times throughout the academic year.
5. Be responsible for the development and coordination of residence hall programs and activities of an educational cultural, social and recreational nature.
6. Demonstrate genuine interest in student activities by participating in student functions.
7. Be responsible for becoming personally acquainted with residents so as to be a referral source to faculty and other departments within the Division of Student Affairs.
8. Provide counsel to formal student groups including the residence hall council and other student groups within Residential Life and the Division of Student Affairs.
9. Be responsible for management and supervision of the reception desk area of the residence hall including the coordination of information, recreational equipment, and mail distribution.
10. Coordinate and follow through on all records pertaining to the overall maintenance of the facility to include preparation of Maintenance Work Orders, assessment of damages, control of keys, and recommendation of general and long-range building improvements.
11. Be responsible for approving all room changes within the residence hall as well as maintaining all related required records such as room change forms and building rosters.
12. Initiate efforts to help other publics (faculty, parents, alumni, and administrators) to understand life in the residence halls.
13. Provide leadership to staff and students in the development of a community environment based upon consideration for the rights, property, privileges of one another and as necessary, to re-direct, the behavior of students toward this end.
14. Maintain office hours in the residence hall according to schedule designated by the Director of Residential Life.
15. Develop effective, efficient methods for accomplishing administrative requirements for communicating with professional colleagues, defining

responsibility, delegating authority to staff, and for encouraging creativity and motivation.

16. Represent the Residential Life Office on various departmental committees, participating fully in the professional activities and/or assignments of the Division of Student Affairs and developing a cooperative relationship with other student service offices.

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**Minimum Acceptable Qualifications:**

1. Bachelor's Degree
2. Knowledge of human relations including interpersonal skills and social relationships.
3. Knowledge of counseling practices.
4. Aptitude for learning policy, procedures, and regulations inherent in an organization of the size and complexity of the institution served.
5. Administrative ability and supervisory skills.
6. Long-range planning skills and highly-developed goal-setting skills.
7. Ability to work with, manage, and train large groups.

**Additional Desirable Qualifications:**

1. Master's Degree in Student Personnel or related field.

7/22/81

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System Approval

7/22/81

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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\* Revised - Original approved 6/21/76 and 10/3/80 as "Residence Hall/Dormitory Director."