



ST. CLOUD STATE UNIVERSITY RESIDENCE HALL DIRECTOR

Position Summary

The Residence Hall Director (RHD) serves an important leadership role in facilitating community development within a residential living environment and fulfilling the mission of the Department of Residential Life.

Responsibilities include: supervision and training of undergraduate and graduate staff, administrative functions within the hall and department, managing financial budgets including payroll, implementation of educational initiatives and programs, advising residence hall community council, and adjudicating discipline.

In addition, the RHD serves as a resource to students and staff, responds to emergencies and student crisis/ issues, and provides service and leadership within the Department of Residential Life and Division of Student Life and Development.

Essential Duties, Tasks and Responsibilities

- Guide the coordination and implementation of community development efforts within the residence hall.
- Create an academically-focused residential environment that supports student success and learning.
- Assume leadership for educating students through the development and implementation of educational and community service programs and activities.
- Establish effective relationships with students in the community.
- Assist with creating socially just communities where differences are celebrated.
- Plan, direct and manage all administrative functions within the residence hall. Perform administrative tasks in accordance with established Residential Life procedures and deadlines.
- Train, supervise and evaluate undergraduate and graduate staff.
- Plan, direct and implement ongoing training programs for residence hall staff.
- Develop, facilitate and coordinate weekly in-hall CA staff meetings and other staff meetings as appropriate (night security, desk staff, etc.).
- Advise community council and support overall student leadership development initiatives and efforts.
- Serve as a resource and advisor to students and assess student needs, making appropriate referrals.
- Respond to emergencies, crisis situations, and student issues.
- Educate students on department and University policies and procedures.
- Serve as a student conduct hearing officer for level I policy violations/situations.
- Fiscal responsibility for allocated budgets for residence hall personnel and programming funds, including community council and payroll reports.
- Assist in selection of student staff, including community advisors, night security staff, and student desk workers.
- Participate in the on-call campus-wide duty coverage schedule for the Residential Life Department.
- Participate in strategic planning initiatives for the Residential Life Department.
- Assist with student recruitment, housing and academic retention initiatives and efforts.

- Implement on-going safety and security plans for the residence hall. Monitor and report building safety/ security through weekly building inspections, ensuring maintenance of safety equipment.
- Assume leadership for a collateral assignment in support of departmental programs and initiatives.
- Monitor and assess the physical environment of the residence hall. Facilitate the resolution of facility concerns, maintenance, repairs and cleanliness.
- Maintain an inviting lobby environment with updated and resourceful bulletin boards and display areas.
- Provide leadership in the coordination and implementation of a department project, assignment or initiative.
- Represent the department, Division of Student Life and Development, and University in committees, task forces, and working groups.
- Participate in professional development activities locally, regionally and nationally.

This list of essential duties and responsibilities is not inclusive. The individual will perform other duties as assigned.

Minimum Qualifications

A Bachelor's degree and a minimum of two years of residence hall experience is required. A master's degree in College Student Personnel or related field is preferred. Preference will be given to candidates with prior live-in residence life experience and previous residence life leadership experience. To be successful in this position, the Residence Hall Director must have excellent interpersonal communication, organization, administrative skills, and supervision experience. Additionally, the RHD must have a demonstrated desire to live and work in a developmental community setting with diverse groups and individuals. Proven working knowledge of student development theory and demonstrated commitment to social justice is required.

Salary

The Residence Hall Director is a full-time, 12 month administrative position. Starting salary range is \$31,576 - \$37,763, with comprehensive benefit package including retirement plan, health and dental insurance, tuition waiver, professional development funds, and a furnished apartment with reserved parking.

SCSU is a member of the Minnesota State Colleges and Universities System and is committed to excellence, actively supporting cultural diversity. To promote this endeavor, we invite individuals who contribute to such diversity to apply, including minorities, women, GLBT and persons with disabilities.