

**JOB INFORMATION**

Effective Date	7/26/2022
Job Code:	4213
Job Title:	Residential Hall Director
Salary Grade/Structure:	020 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	70-Service, Maintenance
Job Function:	Student Housing
Job Family:	Student Housing
Job Summary	The Residential Hall Director (RHD) is a live-in professional staff member of the Student Housing and Residential Life team. Responsible for providing leadership and direction for a comprehensive, equitable, and inclusive student development program, as well as for the administrative operation of newly developed residence hall. Emphasis is placed on creating a positive experience where residential students and guests are able to live, learn, and engage in a safe and supportive environment. Focus areas include crisis management, facility management, programming, student conduct and referrals, student engagement, and student staff supervision. Direct impact on student safety and retention. Must be able to live on campus in an assigned residence hall/apartment for 12 months out of the year.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	Degree in Higher Education, college student personnel, counseling, or a closely related field.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Experience working on a college campus, as a student and/or a professional.	Required	
Some	Experience working in a Student Housing/Residential Life department.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Knowledge of academic and personal issues affecting today's residential students.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Knowledge of residence hall opening, closing, spring break, and winter break housing procedures.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Knowledge of summer guest, camp, and conference housing programs and procedures.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Skills and/or experience in using housing management software (i.e. RMS Mercury, StarRez, etc.).</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Skills and/or experience in using student conduct software (i.e. Maxient).</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Skills and/or experience in using student engagement software (i.e. GetInvolved, Anthology, etc.).</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Ability to engage and relate empathetically and effectively with diverse student/guest populations.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to think critically during student/guest incidents, with strong crisis response skills.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to prioritize work, show attention to detail, and and show flexibility to meet student/guest needs.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Develops positive relationships with students, guests, faculty and staff with emphasis on community development, student success, and student retention. Coordinates and promotes high-impact programs/initiatives.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Recruits, supervises, trains, coaches, evaluates, and provides professional development for all departmental student staff.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Provides crisis management support and critical incident intervention for residential students and guests during the workday and through the on-call duty system (some weeknights, weekends, and holidays). Adjudicates hall conduct matters. Serves as Campus Security Authority (CSA).</li> </ul>	20%
<ul style="list-style-type: none"> <li>Manages hall operations, including but not limited to, opening and closing procedures, front desk operations, guest housing (including summer operations), swipe access, work service orders, and damage assessment.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Provides administrative support for the department. Includes administrative duties such as answering phones, crafting and following up on Housing emails, maintaining office supplies, managing and monitoring hall budgets and student payroll.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Assists with various student/guest recruitment efforts, such as participation in Admission programs, Orientation programs, Housing open houses/webinars, and calling campaigns.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Serves on university and divisional committees as assigned.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Other related duties as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No

Pulmonary Function Test:	No
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## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description