



## Residence Hall Director Position Description 2022-2023

### 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 ranked among the top public research institutions in the nation. Founded in 1881, the University of Connecticut has 14 Schools and Colleges at its main campus in Storrs, four regional campuses throughout the state and our UConn Health Center is a world class recognized institution. The University of Connecticut is a Carnegie Foundation Research University-Extensive Institution, a Land Grant university and a Sea Grant college.

UConn Residential Life enhances students' personal, interpersonal, and intellectual growth by creating safe and inclusive environments, producing innovative programs and services, and fostering meaningful relationships. Our comprehensive, student-centered, residential program houses over 12,000 students. Approximately 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.

### Position Description

The primary purpose of the Residence Hall Director (HD) is to support the health, safety and well-being of residential students. Residence Hall Directors are also responsible for the overall student learning and community development in the residence halls. The HD supervises Resident Assistants (and may supervise a graduate level Assistant Residence Hall Director) in an area of approximately 400-700 residents. The Hall Director facilitates residential students' personal, interpersonal, and intellectual growth. This is a full time 12 month live in position, with a typical workday being 10:00am-6:00pm and 1:00-9:00pm on Wednesdays. There will be some evening and weekend commitments outside of the scheduled hours.

This position reports to an Assistant Director of Residence Education.

Duties/essential functions may include, but are not limited to, the following:

### Student Learning and Growth

*Residence Hall Directors are responsible for facilitating residential students' personal success, interpersonal competence, and intellectual fulfillment by implementing Residential Life's intentional, yearlong educational plan.*

- a. Implement and assess educational plan within area of responsibility.
- b. Initiate appropriate referrals regarding students' individual educational concerns.
- c. Advise area's Hall Council.
- d. Respond to needs of individual area, which may include learning community and/or special interest housing.
- e. Facilitate ongoing training and development for student staff.
- f. Serve as an Investigating Student Conduct Officer.

### Community Development

*Residence Hall Directors are responsible for developing inclusive living communities that are supportive and respectful of individual differences and rights of others.*

- a. Promote the standards and expectations for behavior as part of the residential community.
- b. Assist community members in managing conflict between individuals and within groups to reach mutually negotiated resolutions.

- c. Foster an engaged community in their area of assigned responsibility by being present in the community and building social connections among community members and staff.
- d. Address issues related to safety, well-being, facilities, and emergencies by following Residential Life and university protocols.
- e. Assume on-duty responsibilities, in a rotation with other Residence Hall Directors, to respond to various student crises in and around the residence halls. This includes situations that occur after the typical work hours and is often in the evening.

### Supervision

*Residence Hall Directors provide leadership to their staff by overseeing the operations of their area and developing individual staff members.*

- a. Provide on-going individual and group supervision for student staff.
- b. Evaluate student staff and make recommendations regarding performance.
- c. Facilitate training for student staff.
- d. Recruit, interview and select applicants for Resident Assistant and Student Worker positions.

### Administrative Tasks

*Residence Hall Directors effectively manage information and other resources to enhance the mission of Residential Life.*

- a. Communicate appropriately and in a timely manner with students, staff, faculty and other constituents.
- b. Administer departmental processes and procedures and maintain accurate records.
- c. Manage budget for area(s) of responsibility.
- d. Assist with the selection of departmental professional and graduate staff.
- e. Serve on committees and planning groups.
- f. Assume assigned summer responsibilities.
- g. Collaborate with Facilities Operations staff to maintain the area and implement strategies to educate residents and promote care of facilities.
- h. Serve on department committees and taskforces.
- i. Lead a Discussion Group for the Resident Assistant Class.
- j. Work collaboratively with Housing Services Staff on Occupancy Management for your assigned area.
- k. Serve as Student Conduct Hearing Officer.

### Professional Development

*Residential Life is dedicated to providing support and encouragement for individual staff members' professional development as it relates to the mission and goals of UConn Residential Life.*

- a. Participate in training held by Residential Life and the Division of Student Affairs.
- b. Participate in national and regional professional organizations.
- c. Develop and maintain an individual personal/professional development plan in consultation with supervisor.
- d. Assist in departmental research projects.

### Minimum Qualifications

- a. Master's Degree and two years of residence hall experience or Bachelor's Degree and three or more years of professional residence hall experience.
- b. Supervision of residence hall or other staff in college or university residence halls or student affairs settings.
- c. An understanding of, sensitivity to, and desire to live and work with a diverse student population.
- d. Experience enhancing students' academic and personal development through advising student groups, providing leadership training and program development.
- e. Experience addressing individual student and community behavioral matters.
- f. Ability to think critically and effectively plan and organize work.
- g. 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.
- h. Willingness to work irregular and flexible hours.

### Preferred Qualifications

- a. Master's degree in college student personnel, higher education, counseling or at least five years of university residence hall supervisory experience.
- b. Two years or more of post Master's residence hall work experience.
- c. 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 P3 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.*