



**Western Kentucky University  
Department of Housing and Residence Life**

**Residence Hall Director**

Western Kentucky University, Housing and Residence Life (HRL), is seeking applicants for a **Residence Hall Director**. The Residence Hall Director (RHD) is an innovative, full-time, live-in, professional staff member in a dynamic department committed to creating and sustaining supportive learning environments and helping students to reach their curricular and co-curricular goals. This integral member of the Housing and Residence Life team is responsible for the administrative and managerial functions of one or more residence halls, housing up to 350 students.

**Primary Duties and Responsibilities:**

**The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.**

- Oversees all general administrative and managerial functions for a residence hall housing approximately 150-350 residents
- Recruits, selects, trains, and supervises paraprofessional staff members
- Manages a 24-hour information and customer service desk and its staff
- Facilitates a programming and community development model designed around a residential curriculum
- Advises, counsels, and seeks to develop residents in alignment with the department's Mission, Vision, and Goals to create and sustain a supportive living environment
- Advises Hall Council
- Member of a crisis response/on-call rotation team
- Adjudicates educational disciplinary conferences for policy violations within the residence hall
- Supervised by the Coordinator for Housing and Residence Life

**Essential Functions:**

- **Creating a Supportive Learning Environment**
  - Collaborate with academic and University partners to create and sustain residential communities that foster student learning, development, and academic success
  - Establish rapport and develop mentoring relationships with residents
  - Plan and present residence hall and campus-wide educational and social programs using a residential curriculum model
  - Play an integral role in executing the first-year student orientation program
  - Advise Hall Council by serving as a support, resource, and staff liaison
  - Adjudicate educational disciplinary conferences for alleged policy violations
  - Implement department initiatives, including academic initiatives
  - Collaborate with housekeeping and facilities staff members to maintain a living environment conducive to learning
- **Administrative and Managerial Functions**
  - Coordinate the administrative functions and managerial operations of a residence hall
  - Recruit, select, hire, train, and evaluate approximately 14-20 paraprofessional staff members
  - Manage a 24-hour information and customer service desk
  - Conduct training each semester on information and customer service desk functions, policies, and procedures
  - Maintain and oversee hall programming and supply budget
  - Report and keep record of facility, maintenance, and security issues within the hall
  - Play an integral role in departmental committees, task forces, and recruitment efforts
  - Adjudicate educational disciplinary conferences for policy violations

- Provide day-to-day, in-hall intervention and crisis response
- Provide area-wide intervention and response for crises and other facilities, safety, and security issues via a rotating on-call schedule
- Collaborate with housekeeping and facilities staff members to maintain a living environment conducive to learning

#### **Essential Skills Needed:**

- Must possess the ability to maintain an effective, cooperative working relationship with supervisors and co-workers in keeping with the values and mission of both the Department and the University
- Must possess above average oral, written, and computer communication skills
- Must possess demonstrated leadership, supervisory, and managerial skills
- Must possess above average problem-solving, multi-tasking, and organizational skills
- Must practice sound, ethical, decision making
- Must be willing to serve as a role model for residential students, paraprofessional staff members, and co-workers in work ethic, attitude, and approach to work
- Must be willing to assume additional responsibilities within the department as needed
- Must demonstrate willingness to role model acceptance and advocacy of diverse student populations by creating an environment committed to valuing diversity and social justice
- Must be willing to assume additional responsibilities within the department as needed
- Although the majority of the position will function as described, some aspects are subject to change due to evolving departmental needs

#### **Required Qualifications:**

- Successful applicant must possess a Bachelor's degree
- Successful applicant must be willing to submit to a state and national criminal history background check
- Successful applicant must gain admission to the Graduate College and begin coursework within the first year of employment (this condition is waived if a Master's degree has been earned)
- At least one (1) year previous experience as a Hall Director, Resident Assistant, Community Advisor, or other housing/residence life related leadership role is required

#### **Compensation and Benefits**

- 10-month contract paid over a 12-month period
- Partially furnished pet friendly apartment with cable, internet service, utilities, local phone service (fair market value of approximately \$10,000 a year). Apartment use is restricted to the employee, employee's legal spouse, and employee's dependent children
- Furnished office space
- Reserved parking space with purchase of required parking permit
- Professional development and extensive training opportunities within the Department, the Division of Student Affairs, and the University at-large
- Salary range of \$21,816 to \$23,004 with excellent benefits package including: medical insurance, dental insurance, life insurance, retirement plan, partial tuition waiver, University Bookstore discount, and reduced membership to the University's health and fitness facility

**All applications and resumes must be submitted through this online electronic talent management system. Only those individuals who submit all required materials will be considered as eligible applicants. A cover letter which describes your interest and fit for this position is required. You will receive email notification confirming your application materials have been received. Please refer to the following website to apply: <http://wku.interviewexchange.com>. Review of application materials will generally begin as applications are submitted. Position will remain open until filled. The expected start date is July 15, 2015. For further assistance contact Western Kentucky University, Department of Housing and Residence Life at 270-745-2037.**

**Notice: Kentucky state law requires all public institutions of postsecondary education to conduct pre-employment criminal background checks to determine suitability for employment.**

**Western Kentucky University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, veteran status, or marital status in admission to career and technical education programs and/or activities, or employment practices in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990.**

**Persons with disabilities, who need reasonable accommodations to participate in the application and/or selection process, should notify The Office of Equal Opportunity/Affirmative Action/University ADA Services at (270) 745-5121, a minimum of five working days in advance.**