Residence Hall Director

Job Code 00001009

General Description
Responsible for the daily operations of a residence hall.

Examples of Duties
Order, inventory, counsel students with dorm or room keys.
Review weekly cleanliness reports.
Investigate damage.
Manage and evaluate staff.
Make hall/room assignments.
 Coordinate activities with outside sources.
Advise hall government on fundraising, developing leadership skills.
Provide student outreach on a variety of areas of concern.
Perform other duties as assigned

Knowledge, Skills, and Abilities
Knowledge of: Higher education and university rules and regulations.
Skill in: Counseling students, producing reports, in working as a team member and motivating staff, in establishing rapport with others, in supervising and overseeing the work of others.
Ability to: Read and understand manuals and policies, to perform basic math, to explain policies and procedures.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Bachelor’s Degree