

Minot State University
Department of Residence Life
Resident Hall Director 2019-2020
Job Description

Residence Hall Directors (RHDs) are staff members of the Residence Life Office, a department in the Student Affairs Division. As such, they are expected to work toward the objective of the Minot State University residence hall program. The RHD position requires someone willing to commit to the department and open to new learning experiences. Among the skills and/or characteristics needed are: ability to demonstrate good judgment, ability to work as team, understanding of students, flexibility, and effective communication.

It should be understood that the RHD position is demanding in time and effort, and availability is a large part of being a successful hall director. RHDs will report directly to the Residence Life Coordinator (RLC) and may work closely with the Director of Residence Life and the department's Administrative Assistant.

The job description in this contract is by no means an all-inclusive listing of RHD responsibilities. Other duties and responsibilities will be assigned by the Residence Life Coordinator and discussed in staff training.

CONTRACT TERM

The RHD contract is an eleven-month continuous position starting July 15, 2019 until May 17, 2020.

REQUIREMENTS:

1. Must be enrolled full time (12 credits) at Minot State University. If married, a spouse may live in the RHD apartment. Graduate student status preferred.
2. The Residence Life Office staff is supportive of the academic success of its employees. In order to be effective in the RHD position, as well as their studies, RHDs are expected to maintain a cumulative semester GPA of 3.0. Continued failure to maintain a 3.0 GPA may affect employment status. Continued employment is dependent on a positive, significant progress toward a degree.
3. RHDs are expected to abide by all Residence Hall and University Policies and support the decisions and actions of the Residence Life Office.

DUTIES AND RESPONSIBILITIES:

1. Commitment
 - a. Position will require a minimum of 18 hours per week.
 - b. RHD duties take precedence over all non-academic activities.
 - c. No other employment will be permitted during the term of this contract. Exceptions will be considered on an individual basis.
2. Administration
 - a. Attend all staff trainings, meetings, professional/staff development sessions, and other meetings as scheduled by the RLC.
 - b. Handle the opening and closure of residence hall(s) and any room check-in/out procedures.
 - c. Monthly reports as required by RLC, such as building reports and monetary budget report.
 - d. Maintain hall(s) by completing work orders, damage reports, incident reports, etc.
 - e. Assist with the Desk Clerk and Resident Assistant selection process.
 - f. Daily communication with RLC regarding various work-related information.
3. Supervision
 - a. Maintain a positive attitude about the job and maintain regular availability to staff.
 - b. Develop work schedule for building staff.
 - c. Attend weekly RHD staff meetings and facilitate weekly RA meetings to keep staff informed.
 - d. Monthly oral and written evaluations of self and staff through one-on-one meetings.
4. Discipline
 - a. Confront individuals or groups violating University or Residence Hall rules and regulations.
 - b. Enforce all rules and regulations with consistency and fairness while providing rationale concerning University and Residence Hall policies.
 - c. Develop RA staff in enforcing all rules and regulations with consistency and fairness.
5. Community Development

- a. Promote respect, courtesy, and acceptance amongst staff and residents of the hall(s).
- b. Serve as a resource of information related to the university and Minot community.
- c. Assist staff with development of programs in the hall. Track staff's program requirement fulfillments through programming paperwork and provide feedback on programs.
- d. Attend a reasonable amount of residence hall and university activities such as programs, RHA events, etc.

COMPENSATION:

1. The salary for a first/ second/ third year Residence Hall Director is \$550.00/\$6000.00/\$650.00 per month, respectively.
2. \$100.00 in dining dollars per semester.
3. Your living quarter will be provided at no charge. A value of over \$4000.00 per year.

** All terms and conditions of this job description are subject to change prior to the fall semester.