Office of Student Affairs
Housing & Residence Life

Job Description
Hall Director (HD)

Position Overview:
The Hall Director (HD) is an integral member of the Missouri Valley College Housing & Residence Life program and the Office of Student Affairs. These para-professional staff members foster and maintain a welcoming living/learning community on-campus; the Hall Director is charged with implementing and overseeing a residential community that encourages academic excellence, individual growth, and social development. Hall Directors are expected to maintain high visibility in their assigned residential community. HDs supervise a Resident Assistant (RA) staff varying in size from two to eight staff members. Hall Directors have a number of additional administrative responsibilities, including serving on-duty for assigned areas, enforcing College policies, mediating conflicts, and mentoring peers. Hall Directors need to be adaptable, dedicated, flexible, enthusiastic, and responsible. HDs must also have the experience or transferrable needed to be an effective supervisor.

Duties:
- Foster and maintain a welcoming living/learning community; develop a community that encourages academic excellence, individual growth, and social development.
- Demonstrate a caring, inclusive, and supportive attitude towards all members of the community.
- Reside full-time in designated residential community.
- Attend all training, meeting, in-service, and staff development activities.
- Manage the operations of a residential area, including staff scheduling, supervision and evaluation.
- Conduct regular staff meetings and seasonal hall meetings to impart crucial information and address hall issues.
- Having a working knowledge of all residents in designated residential area.
- Develop active and passive programming/community building activities.
- Serve on the duty rotation for a designated residential community.
- Mediate conflicts between peers and roommates.
- Serve as an advisor for residents and as a referral agent to trained professional staff, including medical/mental health professionals, public safety officers, etc.
- Report all concerns, including but not limited to, housekeeping, maintenance, and safety to appropriate supervisor(s) or other personnel.
- Maintain regular communication and a positive working relationship with fellow Hall Directors, supervisors (Student Affairs staff), supervisees (Resident Assistants), and other College personnel (Housekeeping, Maintenance staff, and Public Safety).
- Respond to emergencies; perform all duties outlined by the College’s Crisis Response Plan and Student Affairs procedures.
- Act as a liaison for residents to the Office of Student Affairs and other College offices, as needed.
- Have a working knowledge of, follow, explain, and enforce all College and Student Affairs policies and procedures.
- Perform administrative duties, including but not limited to, completion of paperwork, opening and closing residential areas, and reporting physical plant damages.
- Respect confidentiality for all communications; do not share confidential information with those who do not have a need to know.
- Represent the mission and support the work of the Office of Student Affairs and the College to fellow students, faculty, staff, parents, and guests.
- All other duties as assigned.

**Qualifications:**
- Hall Directors must have no less than one year of prior Residence Life experience.
- Have and maintain a 2.0 semester and 2.5 or higher cumulative Grade Point Average (GPA).
- Be enrolled in 12-18 credit hours per semester (those wishing to take more than 18 hours must gain prior approval) for undergraduates or an approved course load for graduates.
- Minor or no violations of the College’s student code of conduct or other policies or procedures.

**Remuneration:**
- Tuition (face-to-face courses only), Room, and Board Waiver (Note: Actual amount TBD by the Office of Financial Aid).

**Application Process:** For 2015-2016 Academic Year
- Applications Due
  - March 20, 2015
- Decisions Announced
  - Approximately March 31, 2015
Application for Hall Director (HD)
2015-2016 Academic Year

Name: ____________________________________________________________

Last  First  Middle Initial

Local/Campus Address: __________________________  Student ID #: __________________________

E-mail Address: __________________________  Phone Number: __________________________

Semesters Living On-Campus: __________  Cumulative GPA: __________________________

Building/Area Assignment Preferences:

1. ____________________________________________________________

2. ____________________________________________________________

3. ____________________________________________________________

Please note that this is a preference. You are applying for any open Hall Director position.

Documents to be submitted with application:

☐ Cover Sheet (this document)
☐ Resume
☐ Position Interest Statement

Please write a brief statement (500 – 1000 words) on why you are interested in the Hall Director (HD) position. Consider the following questions when writing: What is the purpose of a HD? Why are you interested in becoming an HD? What skills or interests do you have that are transferable to the HA position? What skills do you want to learn from the HA position? What has been your experience as an RA?

I hereby certify that all of the information I have provided is accurate and truthful to the best of my knowledge. Any omissions or errors will be reported to the Office of Student Affairs immediately.

__________________________________________________________  ______________________
Signature  Date

*Please submit completed application via e-mail to fuchsb@moval.edu or to the Office of Student Affairs*