

RESIDENCE HALL DIRECTOR

I. GENERAL DESCRIPTION

The Residence Hall Director holds a full-time, live-in, twelve-month professional appointment in the Office of Residence Life and the Division of Student Affairs. All Residence Hall Directors report to one of two Assistant Deans or the Associate Dean for Residence Life.

The Residence Hall Director has responsibilities in the areas of student development, staff development, and hall administration. Additionally, (s)he is expected to fully participate in the programs and activities of the Office of Residence Life within the Division of Student Affairs.

This position is integral in accomplishing Marquette's mission as a Jesuit, Catholic, university dedicated to pursuing truth, discovering and sharing knowledge, fostering personal and professional excellence, promoting a life of faith and developing leadership expressed in service to others. The Residence Hall Director assists students in contributing to the development and sustenance of a community characterized by respect, caring and honesty and in advancing the campus ethos through behaviors which demonstrate respect for self, respect for others, respect for property, and respect for authority.

II. SPECIFIC RESPONSIBILITIES

A. Student Development

The living environment within the residence halls provides opportunities for personal and academic growth. The following student development responsibilities are avenues to assist students in reaching their potential:

1. Develop a residential community that focuses on academic, personal, and interpersonal growth in individuals and the community as a whole.
2. Advise and provide leadership to the hall government and serve as an advisor to an RHA all-campus event or student conference.
3. Maintain an active liaison relationship with the University Minister(s) who resides in the hall.
4. Anticipate and respond to the crisis management needs of the residence hall system, including duty nights and weekends.
5. Enforce University and departmental policies and procedures and serve as a University Student Conduct Administrator.

B. Staff Development

The continued growth of student staff is an important aspect of effective supervision. Both individual staff members and total staff group development activities are an important responsibility and task of the Residence Hall Director. Staff Development areas include the following:

1. Participate in the recruitment and selection of student staff members (facilities/apartment managers, resident assistants, desk receptionists and mail clerks) for the residence life system.

2. Assume responsibility for planning and implementing building specific training programs and workshops; assist other professional staff in campus-wide training activities for student staff members; and participate in professional staff development and in-service training sessions.
3. Conduct regularly scheduled supervisory sessions with the residence hall staff.

C. Hall Administration

The physical environment of each residence hall provides a foundation upon which the growth and development of the community can occur in a productive and positive manner. The following administrative responsibilities are designed to provide this foundation:

1. Coordinate the on-going (day-to-day) and long-term administrative tasks related to the operations of the hall (i.e. weekly reports, room condition reports, key cards, and personal data cards.)
2. Oversee occupancy issues of the residence hall.
3. Maintain an active liaison relationship with custodial and facilities services.
4. Monitor budgets necessary for the operation of the residence hall's programs, operations, and student staff.
5. Maintain an active liaison relationship with the campus food service operation and monitor service and quality of the dining halls.

III. ADDITIONAL EXPECTATIONS

The Residence Hall Director is an integral member of the Office of Residence Life within the Division of Student Affairs. Involvement in the following opportunities ensures full participation in departmental decision making and divisional activities, and provides for the professional growth of the Residence Hall Director:

A. Committee Involvement

Each hall director will serve on, and occasionally chair, committees, task forces and special projects within the department and division.

B. Professional Staff Selection

Each hall director is expected to participate in the recruitment and selection of Residence Life professional staff.

C. Professional Development

Each hall director is encouraged to participate in professional development opportunities within the department, the Division of Student Affairs, the University and through regional and national professional organizations.

D. Collateral Assignment

Each hall director may choose to participate in a collateral assignment outside of the residence hall.