

Sam Houston State University Human Resources

Staff Classification Description – Residence Hall Director

Skill Category: Professional

Position (Employee) Class: 3N406 (E1)

Grade: 9

Date: 3/2014

Department: Residence Life

Educational & Experience Requirement: Bachelor's degree in related field. Master's degree and one year of experience working in the field of Residence Life or a related field would be helpful. Proven management and leadership abilities. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Oversees the operation, maintenance, and administration of residence halls and supervises resident assistants. Maintains an atmosphere conducive to the health, safety and well-being of all residents.

Supervision Given & Received: Works under minimum supervision of the Area Coordinator. Supervises twenty to thirty student employees depending on hall or complex assignment.

Primary Responsibilities: Maintains accurate records of facility maintenance, rosters of residents, reports and other information necessary for the operation of assigned area. Provides regularly scheduled office hours. Addresses student and parent concerns and builds community. Serves as an information resource and referral agent, enforces policies and provides behavioral counseling. Develops and advises the Hall Association. Oversees programming and maintains daily student contact. Assists in the selection, training, work scheduling, and performance appraisal of employees. Performs as the primary link between the Residence Life Office, Residence Life Maintenance and assigned area. Maintains full communication with the Department of Residence Life staff regarding all areas of building and complex operation. Coordinates an additional department wide area of responsibility. Attends meetings and is on duty for the entire residence hall and apartment system several weekends and weeknights throughout the year. Performs other related duties as assigned.

Other Specifications: Expected to participate in a rotating duty system, campus committees, as well as professional development and training opportunities. Knowledge of computers and general office equipment is helpful. Strong management, leadership and communication skills are necessary. This is a live in position. There are no set working hours; however, the Department of Labor, Title 29, Part 785.23, Code of Federal Regulations, allows the exact hours worked under these circumstances to be determined by a reasonable agreement considering all of the pertinent facts. Therefore, as a condition of employment the incumbent agrees the average number of hours worked each week will be equal to the full time equivalency appointment. Contacts with students, parents, and other university departments are extensive.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.