Position Description

This position is an exempt, 12-month, full-time academic staff appointment, reporting to the Assistant Director of Residence Life-Residence Education.

The Residence Hall Director is responsible for the overall leadership and management of one or two residence halls serving 350-500 students. The Residence Hall Director plays an integral role in the development of educationally-focused and inclusive residence hall communities that support the personal and educational success of all residents. This position also supports the Department of Residence Life through participation in Department-wide functions, strategic initiatives, and services. This is a live in position with weekly evening work and some weekend work required.

RESPONSIBILITIES:

Community Development and Residence Education (40%)

- Working with staff and student leaders, facilitate the development of residence hall communities that foster students’ sense of belongingness and connectedness to each other and UWRF
- Maintain visibility in the halls and personal contact with residents through daily social interaction, office hours, and attendance at hall meetings and functions and focusing on student satisfaction, wellbeing, adjustment to college, and personal and academic success
- Develop and implement a residential curriculum, focused on Departmental learning outcome goals and, as assigned, the goals of residential learning communities and/or special living communities
- Advise assigned hall council(s) by providing training and leadership development, attending weekly meetings, mentoring executive board members, monitoring budgets and expenditures, and supporting events and activities
- Serve as a Residence Life student conduct hearing officer by investigating policy violations and adjudicating student conduct cases
- Educate staff, students, and guests on University policies and procedures
- Train and supervise paraprofessional staff on proper confrontation and follow-up of alleged policy violations, management of student conflicts, and working with student personal and academic concerns
- Support students of concern with intentional follow-up, collaboration with University colleagues, and referrals
- Advocate for and support the Residence Hall Association and National Residence Hall Honorary

Residence Hall Operations and Management (30%)

- Coordinate with Central Office staff to manage residence hall occupancy, including check-in/check-out processes, room changes, hall closings and openings, and break housing
- Maintain hall office supply budget
- Oversee front desk operations and procedures, including distribution of student mail and deliveries
- Establish and maintain relationships with custodial staff and supervisors through regular interaction and weekly meetings to discuss facility related concerns, work orders, and safety-related issues
- Maintain and monitor key control for residence hall keys
- Respond to student and facility-related emergencies, providing support and resources to students and others, including proper referrals to other University offices
- Educate residents on community safety and security efforts as well as emergency and severe weather procedures
- Conduct fire drills and ensure resident compliance with established safety procedures
- Maintain proper building security, including monitoring of staff security rounds and response to security-related concerns
- Under the direction of the Residence Life Coordinator, manage and support summer camps and conference operations by working with sponsors and guests, educating on and enforcing Residence Life and University policies, facilitating check-ins and check-outs, completing occupancy and billing reports, and providing service for groups and participants
- Share in on-call responsibilities on a rotating basis with other Residence Hall Director staff
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- Contribute to the effective stewardship of Residence Life resources, including the development of the Residence Life budget

**Staff Supervision (20%)**
- Supervise and evaluate assigned staff (Resident Assistants, Desk Workers, and Graduate Intern/Assistant Hall Director)
- Conduct weekly staff meetings
- Meet and interact regularly with staff in person and via other forms of communication
- Provide staff development by facilitating goal setting and coordinating ongoing staff training
- Participate in the recruitment, hiring, and training of undergraduate and graduate staff

**Leadership (10%)**
- Participate and contribute to Departmental and University meetings and trainings, including Residence Education and All Staff meetings
- Contribute to the assessment, planning, decision making, and implementation of Residence Life goals and initiatives
- Utilize assessment and other data in decision making and improvement of services and programs
- Represent the Department at recruitment, registration, and Week of Welcome events, as assigned
- Support the University’s educational mission and value for diversity by creating an inclusive environment for all Residence Life students, staff, guests, and partners
- Build collaborative relationships by interacting with parents, students, and University personnel as well as participating in University functions and committees, as assigned
- Perform other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Minimum Qualifications**
- Master’s degree in Student Affairs, Higher Education, or a related field
- At least two years residence life or student affairs leadership experience
- Demonstrated knowledge and understanding of residence life functions and operations

**Preferred Qualifications**
- Leadership and management experience with demonstration of strong skills in these areas
- Experience developing learning-focused experiences for students
- Ability to work with a diverse population of students, faculty, staff, and other community members
- Effective decision making, problem-solving, and judgement skills
- Demonstrated interest in continual learning and improvement
- Excellent interpersonal and communication skills
- Ability to multi-task and execute tasks to completion

**BENEFITS:**
- Competitive Salary with parking pass and meal plan
- Partially furnished on campus apartment
- Comprehensive fringe benefit package including retirement plan & full coverage for family health insurance
- Funding for professional development
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Online applications are REQUIRED at: [http://jobs.uwrf.edu/postings/2990](http://jobs.uwrf.edu/postings/2990). **Materials not submitted electronically cannot be considered.**

Submit:
- Curriculum vitae (resume)
- Letter of interest specifying qualifications and experience (cover letter)
- Provide the names, addresses, telephone numbers, and e-mail addresses of three references who can specifically comment on your ability, experience and professional preparation (references).
- An unofficial transcript can be updated; however, not required. Official transcripts will be required if hired.

**Deadline to Apply:** Initial review of applications will begin upon receipt. *The Department of Residence Life will be attending the Oshkosh Placement Exchange and the NASPA Placement Exchange.* A criminal background check will be completed on final candidates.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

**UW-River Falls does not offer H-1B or other work authorization visa sponsorship for this position. Candidates must be legally authorized to work in the United States at the time of hire and maintain work authorization throughout the employment term. If you have questions regarding this, please contact Human Resources at 715-425-3926.**

**UW-River Falls Diversity Statement:** We declare that diversity and inclusivity are core values. We dedicate ourselves to build a culture grounded in principles of equity, social justice, and excellence. We fundamentally affirm and embrace the multiple identities, values, belief systems, and cultural practices of all individuals and communities. We will address fundamental issues of bias, discrimination, and exclusion.

The University is committed to creating an educational community which enhances student awareness and appreciation of diverse ethnicities and cultures and identities which actively supports tolerance, civility and respect for the rights and sensibilities of each person without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs. Awareness of and sensitivity to diverse ethnic and cultural heritages are especially sought in applicants.

UWRF is an equal opportunity, affirmative action employer subject to all state and federal regulations pertaining to nondiscrimination based upon sex, gender identity or expression, sexual orientation, race, color, national origin, religion, disability, marital status, age, arrest and/or conviction record, veteran status, and membership in the national guard, state defense force, or any other reserve component of the military forces of the United States or the State of Wisconsin. All persons, especially women, persons of color, people with disabilities and protected veterans are encouraged to apply. Employment is subject to federal laws that require verification of your identity and legal right to work in the United States as required by the Immigration Reform and Control Act.

For a copy of the UWRF campus safety information, see [http://www.uwrf.edu/Police/CampusRecordsCrimes.cfm](http://www.uwrf.edu/Police/CampusRecordsCrimes.cfm) or call University Police at (715) 425-3133 for a paper copy. This material includes crime statistics (Annual Security Report) and information on crime prevention, sexual assault, and drug/alcohol issues.