

**ASSISTANT HALL DIRECTOR**

**HOUSING AND RESIDENCE LIFE**

**REPORT TO:** Director of Housing and Residence Life

**PURPOSE:**

The Housing and Residence Life invites applications for the position of Assistant Hall Director. This position provides primary leadership and overall management of a residence hall housing approximately 100-215 students.

**REQUIRED QUALIFICATIONS:**

* At least two years of professional experience in housing services or the educational field.
* Strong organizational, time management, and written and verbal communication skills.
* Experience in maintaining confidential information.
* Strong interpersonal skills with the ability to interact effectively with diverse student populations.
* Ability to manage multiple demands in a setting of high student contact and interaction required.
* Ability to work a flexible schedule.
* Must be able to walk up and down stairs.
* Must be able to remain alert during the entire shift

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

* Responsible for the safety and welfare of all students residing in the assigned residence halls.
* Exhibit professional decorum at all times through appropriate dress and limited telephone use.
* Must be aware of student problems and concerns and have the ability to counsel students on a group or individual basis.
* Assist in the implementation of developmental programs in the residence halls.
* Maintain the residence hall by promptly and accurately preparing all necessary reports, records, and requests as directed by the Hall Director.
* Report unsatisfactory maintenance problems and health conditions to the appropriate individuals and log all incidents in the log book.
* Develop a positive working relationship with maintenance and custodial personnel to facilitate the overall functioning of the residence hall.
* Interpret rules, regulations, and policies at regularly held residence meetings as directed by the Community Hall Director.
* Conduct periodic residence hall checks in order to maintain order in the facility at all times.
* Assist the Hall Director with student check-in and check-out as directed.
* Assist students with lock-outs.
* Monitor the lobby area at all times and stop guests who enter the building to assess the nature of their visit to the residence hall.
* Perform regularly scheduled health and safety room inspections.
* Write up students who violate the rules of the residence halls.
* Performs special projects and other duties as assigned
* Required to work some early mornings, evenings, and weekends and be “on call” to address issues or incidents in the residence hall.

**WORK ENVIRONMENT:**

The work environment consists of exposure to physical conditions typical of a normal work environment consisting of sitting, standing, or walking and/or the lifting and carrying of small objects.

**TRAVEL:**

NA

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to mwilson@miles.edu.** Due to the large volume of inquiries, applicants will not receive a response unless there is a match, at which point the applicant will be contacted for an interview.

**NOTICE OF NON-DISCRIMINATION**

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