



ASSISTANT HALL DIRECTOR HOUSING AND RESIDENCE LIFE

REPORT TO: Director of Housing
E CLASS: Part-time
FLSA: Non-Exempt

PURPOSE:

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

REQUIRED QUALIFICATIONS:

- Bachelor's degree in student personnel, counseling, and development, higher education, or similar field preferred.
- Two years of professional experience in a related field accepted.
- 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 and awake during the entire shift
- Must pass a criminal background check.
- Must pass a drug test.

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.
- 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 Director of Residence Life and Housing Services.
- 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 Director of Residence Life and Housing Services.

- Conduct periodic residence hall checks in order to maintain order in the facility at all times.
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- Perform regularly scheduled health and safety room inspections.
- Assist the Director of Residence Life and Housing Services 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:

This position is sedentary. Typically, employees perform their duties while seated comfortably. Nevertheless, some walking, standing, bending, carrying light objects such as papers, books, or small parts, and driving a vehicle may be required. There are no unique physical prerequisites for completing the work.

TRAVEL:

Some travel.

***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 hr@miles.edu. Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.* Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

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