



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.
- Conduct periodic residence hall checks in order to maintain order in the facility at all times.
- 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

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd, Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).