STUDENT AFFAIRS: DEPARTMENT OF HOUSING AND RESIDENCE LIFE

HALL DIRECTOR (CAMPUS VILLAGE APARTMENTS)

JOB DESCRIPTION

TITLE: Hall Director (Campus Village Apartments)

REPORTS TO: Director of Housing and Residence Life

REQUIREMENTS: The successful Hall Director for Campus Village Apartments will be enrolled full-time into a higher education graduate program in the Buffalo, NY area. Candidates must show proof of acceptance upon position offer. During the Hall Director term, the successful candidate must maintain full-time graduate student status.

RESPONSIBILITIES: This newly redesigned position, the Hall Director is primarily responsible for the oversight of an upperclassmen apartment complex housing approximately 400 residents. Responsibilities include creating a positive living community amongst the buildings, supervising a student staff of 12 Resident Assistants (RAs), tracking programming efforts, maintaining records of room conditions, and hearing Level 1 conduct cases (noise violations, guest policy, minor alcohol offenses). The Hall Director is part of the second level on-call structure and as such, participates in a weekly on-campus on-call rotation and handles crises as needed.

BENEFITS: This is a 20-hour a week position starting July 30, 2018 through May 24, 2019. $10,000 stipend is paid in bi-weekly installments. The successful hall director will receive a 14-meal per week board plan when the dining hall is open. This is a live-in position with an apartment adjacent to Daemen College’s Campus.

ESSENTIAL DUTIES: Supervise a student staff of 12 RAs including conducting bi-weekly 1:1 meetings, conducting weekly staff meetings in collaboration with the Hall Director of Canavan Hall.

- Assist with the facilitation of all major Residence Life processes including but not limited to: 2 week RA Training in August, 2 day RA training in January, Health & Safety Inspections, opening and closing of buildings for academic breaks, RA recruitment process, RA evaluation process
- Participate in a bi-weekly on-call rotation responding to situations as needed
- Support RA hall programs on a monthly basis
- Meet regularly with the Director of Housing and Residence Life
- Assist in day-to-day operations of the Housing and Residence Life Office
- Adjudicate level 1 conduct cases including hearing, assigning sanctions and follow-up
- Participate and assist in Orientation initiatives
- Facilitate one on-going training in-service for the complete RA staff per semester
- Ensure maintenance issues are filed in a timely manner
- Advise and support the Educational Programming sub-committee
- Performs other related duties that may be assigned