

Hall Director/Assistant Hall Director Job Description

Several major areas of responsibility exist in the positions of the Hall Director and Assistant Hall Director. These include serving the residents, the housing staff, the housing student organizations (RHA, RLAC, and NRHH), the hall association, and administrative duties. Some specific duties in each area are outlined below. At Crumley Hall, Honors Hall, Legends Hall and Mozart Square, one person has total responsibility for all of these. In the other halls with larger populations, these responsibilities are shared between the Hall Director and the Assistant Hall Director(s).

The **Hall Directors** have primary responsibility for oversight of the buildings. On a daily basis their time is spent mainly supervising resident assistants, desk clerks and the building community. They also handle student disciplinary issues and are the major link between central housing and the building.

The **Assistant Hall Directors** have primary responsibility for advising the Hall Association, overseeing programming, facility maintenance, and sharing disciplinary counseling for the student population in the building.

In addition to specific duties within each building, Hall Directors and Assistant Hall Directors are expected to participate in Housing, Business Services, Student Development, and UNT campus committees, as well as ongoing professional development and training opportunities.

Compensation

Hall Director	\$22,308 yearly salary + furnished apartment + 48 meals/semester
Assistant Hall Director	\$20,184 yearly salary + furnished apartment + 48 meals/semester

- Faculty/staff fee waivers, which cover most fees and university mandated tuition, are available for full-time staff.
- Merit raises to be determined on an annual basis (offered as money allows).
- All Hall Directors/Assistant Hall Directors are required to live on campus in the building for which they are hired.
- In-state tuition offered after 1 year of full-time employment while taking fewer than 6 hours.

Hall Director Service Responsibilities

- Sustains a service mentality toward students, parents, and colleagues throughout the housing division and UNT campus.
- Uses wise judgment in dealing with students, staff, and in all decision-making on the job.
- Follows sound business procedures.
- Seeks to lessen student and parent hassles and responds to their concerns.
- Possesses and demonstrates an upbeat, courteous attitude and behavior.
- Is diplomatic, tactful, and cooperative while on the job.
- Creates an environment where employees can motivate themselves.
- Possesses poise and mastery of the English language.

Hall Director Responsibilities to the Resident:

- Provides students with accurate, up-to-date information about the University and its services.
- Through UNT services, counseling, and referrals, helps individual students develop ways to meet their own needs and develop life skills.
- Encourages programs which will provide intellectual stimulation and involve faculty in residence hall activities.
- Encourages leadership development with residential population.
- Provides support for social and recreational programs.
- Maintains a fair discipline procedure.
- Sees that the building is clean and comfortable, safe, reasonably quiet, and orderly.

Hall Director Responsibilities to the Staff:

To the Resident Assistants and Housing Ambassador

- Provides a model of maturity and leadership.
- Communicates daily with the RAs (and HA as needed).
- Provides supervision and evaluations for the RAs (and HA as needed).
- Conducts developmental contracts and semester evaluations to foster personal and professional growth.
- Periodically attends system-wide RLAC meetings.
- Chooses appropriate leadership and human relations training for RAs (and supports the training offered by the RLT Committee).
- Keeps a record of required programs to be completed by RAs

To the Desk Staff

- Selects, supervises, and evaluates desk staff.
- Helps provide/participates in training and development programs.
- Is responsible for monitoring work production and training of desk staff (including training needed for on-call situations and emergencies should they occur).

To the Hall Association

- Provides leadership to hall association.
- Is actively involved in hall association programming and activities.
- Attends all regular hall association meetings.
- Attends system-wide RHA meetings.
- Keeps a record of expenditures and assists students with purchases.

Hall Director Responsibilities to the Administration:

Residence Halls and Central Housing Office:

- Is familiar with objectives, policies and fiscal procedures of the residence halls.
- Reports all required maintenance and custodial services to central office.
- Keeps adequate material on hand to keep the residence hall functioning smoothly.
- Supervises security procedures for the residence hall.
- Is familiar with emergency procedures for the halls and is prepared to take charge in case of emergency.
- Reports hall incidents on proper forms as they occur.
- Maintains daily contact with the central office.
- Informs and consults with central office regarding discipline cases.
- Informs and consults with the central office regarding personnel.
- Provides assistance and information about the hall to aid in budget planning.
- Participates in professional development opportunities.
- Actively participates Housing committees.
- Provides annual goal objectives and year-end reports for hall.
- Ensures confidentiality is maintained regarding student information and personnel matters.

To General University:

- Is familiar with and provides enforcement of University policies and regulations.
- Maintains close communication with other offices and UNT departments (as directed through central housing).
- Involves other UNT departmental programs and services within the residence hall.

Hall Director Professional Responsibilities:

UNT Residence Life staff members are encouraged to present programs at the regional housing conference, SWACUHO. Research and publications that will increase the body of knowledge within the profession are also encouraged.