

Posted: 05/21/2021  
Annual Salary: \$35,568.00  
Status: Exempt, Full-time



The College of Idaho invites applications for a **Hall Director/Area Coordinator**. This position: is responsible for providing comprehensive leadership and management of a residence hall area housing a population of up to 400 residents; supports the departmental mission to mentor and develop undergraduate students through training and supervision of student staff, as well as through regular interaction with residents; supports the College mission to encourage individual and community-minded growth through involvement in campus committees, activities, and programs; and assists in implementation of policies and procedures.

### **Essential Functions**

#### **Staff Supervision**

- Provide selection, training, and evaluations of Resident Assistants/Student Hall Directors
- Conduct weekly staff meetings and weekly one-on-one meetings with each staff member
- Provide positive role modeling to student staff

#### **Administrative**

- Manage housing assignments and room changes
- Process and maintain records
- Oversee building budgets and building office management
- Manage and track keys
- Organize and execute room selection process

#### **Discipline and Emergency Management**

- Document and track policy violations
- Administer investigative meetings, hearings, sanctioning, and disciplinary follow up, as needed
- Participate in an on-call schedule
- Respond to medical and other emergencies

#### **Facilities management and administration**

- Report and track maintenance needs
- Communicate with maintenance and custodial personnel
- Respond to emergency situations (e.g., flood, fire alarm, power outage, and other crisis)

#### **Mentoring**

- Support students with personal and academic issues
- Triage initial concern and refer to counselor or other department when necessary
- Provide educational programs and opportunities for residents and community
- Additional duties as assigned.

### **Knowledge, Skills, and Abilities**

- Able to work to 24-hour work schedules when necessary
- Able to advise first-year students
- Skills and ability to help coordinate and attend new student orientation programs
- Skills to perform entrepreneurial enterprises (welcome packets, marketing for department, etc.)
- Able to work collaboratively with other departments to provide support services and resources where needed
- Able to maintain professional development and attend educational meetings and conferences when available
- Able to serve on division and inter-collegiate committees

- Able to work amongst a diverse student body and staff
- Able to manage multiple tasks simultaneously
- Skilled in Microsoft Office suite
- Excellent communication skills, both oral and written, in English
- Ability to maintain a high level of customer service
- Must be self-motivated, willing to work independently
- Detail-oriented while adhering to guidelines, performance standards, and policies
- Must possess a strong work ethic and unquestioned personal integrity

### **Qualifications**

- Bachelor's degree—Master's preferred
- One year prior live-in experience preferred
- Supervisory experience
- Must possess a current valid driver's license and transportation, and be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

### **Additional Requirements**

**Housing:** Must live on campus

**Travel:** Occasional travel required

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho.

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current résumé, and the names and contact information of three (3) references, two (2) management and one (1) professional to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). **Priority consideration will be given to applications received by June 9, 2021.** Applications will be accepted until suitable candidates are selected.

With over 125 years of history, [The College of Idaho](#) is a regional and national leader in higher education. The College of Idaho is an inclusive community of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce. [Our Representation, Inclusion & Equity Statement](#)