

Student Hall Director Job Description

The purpose of the Student Hall Director (SHD) is to support and implement the mission of the Office of Residence Life. SHDs do this by supporting Resident Assistants (RA) as they assist residents to **live together in safe and welcoming** communities, to **support student learning** both inside and outside of the classroom, and to **facilitate individual development** within a floor community. SHDs and RAs are often the “first responder” for facilities, conduct, behavioral, or medical concerns and emergencies. SHDs connect residents to campus resources, faculty, staff, and other students on their floor and in their buildings. SHDs support the academic mission of the College through having intentional one-on-one interactions (we call these *summits*) with every resident on the floor, upholding the Student Code of Conduct, and fostering a community environment that is inclusive and supportive. Through summits, SHDs work to help residents feel valued and connected while challenging them to think critically, set goals, develop meaningful relationships, and become more self-reflective. These conversations, as well as SHDs’ intentional efforts to follow up with residents about their choices after policy violations occur, help residents grow, as well as create a strong connection to the College community.

Student Hall Directors have a supervisory role over the Resident Assistants assigned to their buildings. SHDs support RAs by providing education, guidance, and outlining expectations. Therefore, SHDs must show exemplary capabilities in fulfilling RA duties. SHDs play an important role in the growth and success of RAs and are a role model for their staff and residents.

The nature of the job means that successful Student Hall Directors are people who genuinely enjoy other people, and must be willing to engage with every student both in their successes and in difficult and uncomfortable circumstances. Successful SHDs must be committed to nurturing growth in others, as well as in themselves. This means that SHDs must be able to actively self-reflect on their own strengths and limitations, and to be willing to ask for guidance.

A successful Student Hall Director can act calmly and effectively in emergency situations. A successful SHD supports all students, regardless of race, religion, sex, sexual orientation, gender identity, or other identities. This is not always easy, and thus SHDs must demonstrate non-judgmental, thoughtful, and respectful dialogue and decision-making. SHDs should be sensitive and empathetic, concerned not with what happened, but with why things happen and how that event may have effected those in the community.

A successful Student Hall Director is a member of a building and department staff, and must be able to be a cooperative, reliable, honest, and enthusiastic team member.

A successful Student Hall Director demonstrates leadership within their staff, on their floor and in the campus community. SHDs must role model enthusiasm for community living, thoughtful problem-solving, good judgment, community involvement, commitment to academic excellence, authentic growth, and personal integrity.

A successful Student Hall Director is a full-time, undergraduate student, who has a minimum of a 2.75 GPA, and who has earned at least 60 credits.

The Student Hall Director is a student staff member of the College and is expected to support the mission of the Office of Residence Life and the College at all times. SHDs must have their own cell phone that can be used for their work. They will receive a \$10 stipend each month to help offset the cost of the cell phone.

Duties:

The percentage listed in each category indicates the amount of time you will most likely spend in each area each week, but does not indicate the relative importance of this area. This number is to help you understand the time commitment involved in the position.

Summits & Programming (13%)

SHDs will administer summits or hall/building programs as part of their programming requirements. The expectation will vary according to the living community to which the SHD is assigned.

- Summits –
 - Reach out to 100% of floor residents both Fall and Spring term. Complete a summit with 75% of residents each term.
 - Complete required reports for each summit. Reports must demonstrate thoughtful self-reflection.
 - Demonstrate strong conversational and motivational interviewing skills. Ask relevant questions during summits and encourage the resident to brainstorm solutions instead of offering the answers. Strategize on best ways to reach out to residents from all backgrounds and adjust interaction style based on the needs of individual residents.
 - Recognize opportunities to follow up on resident concerns and then follow up with residents to connect them with resources, student leadership opportunities, or people with similar interests.

- Work with supervisors to address needs that arise during summits, and bring any immediate concerns to your supervisor in a timely manner.
- Programs –
 - Either individually or cooperatively, plan, market, and carry out a designated number of programs for your floor or building community each term.
 - Student Hall Directors in a first year community may have additional responsibilities, as outlined in the First Year Residential Curriculum.
- Complete bulletin boards using the established rubric on a rotating schedule.

Nightly and Break Duty (50%)

- Be present in the building RA Office or other designated location from 8:00 pm to midnight each weeknight of assigned duty, and 9:00 pm to 1:00 am each weekend of assigned duty.
- Be available and in the building from the end of the office duty to 6:00 am.
- Arrive on time or early for your duty shift.
- Forward the office phone to your cell phone for the duration of duty.
- Complete 3 rounds of the building or assigned area each night of duty.
- While most of duty should take place in the office so that residents know where to locate you, when you are away from the office, post your location on the office door.
- Submit work orders for any facilities damage you observe while on rounds.
- Complete all logs and administrative tasks assigned by supervisor in a timely manner. Use this time to design and construct bulletin boards, plan and host a program, clean the RA Office, and follow up with student concerns.
- Address quiet hour or other policy violations, or any other concerns that arise while on duty.
- Engage with your community while on rounds and document notable interactions in your duty logs.

Incident Response (6%)

- Address crisis and emergency situations in a timely manner.
- Confront and document all observed and reported policy violations.
- Use campus resources (professional staff, other RAs, Campus Safety, etc.) to share leadership when confronting incidents.
- Follow all policy and emergency response protocol.
- Demonstrate good judgement, with emphasis on community and individual safety.
- Communicate to professional staff and on-call staff in a timely manner.
- Follow up with residents after conduct/crisis situations in a timely manner.
- Proactively address issues of community safety and well-being even when not on duty, including taking the initiative to approach residents who may be struggling.

Required Meetings & Supervision (20%)

- Arrive on time or early to weekly one-on-ones with your supervisor.
- Coordinate weekly staff meetings (typically held on a weekday evening from 6:00 – 8:00 pm).
- Attend and participate in other required meetings, including training in August and May, as assigned by your supervisor.
- Coordinate weekly one-on-one supervision meetings with RAs.
- Ensure that RAs are completing requirements, to include: summits, programming, bulletin boards, duty and community building. This is often done at weekly one-on-ones and staff meetings.
- Provide education and ongoing training for RAs on staff.
- Provide leadership for RAs through daily contact, one-on-one meetings, and staff meetings.

Administration (5%)

- Email is the official form of communication at the College of Idaho. You must regularly check your College email account, and respond to emails in a timely manner.
- Complete room inventory, no-show, room change, occupancy verification, and other processes in a timely manner.
- Conduct common area inspections.
- Submit work orders for floor and building issues in a timely manner.
- Communicate opening, closing, programming, and other housing information to residents through floor meetings, hand-outs, or other forms of communication.
- Assist with movement of furniture and other equipment as necessary.
- Monitor building financial records and building inventories.
- Follow department key guidelines, including use of the master key.
- Assist in the recruitment, selection, and evaluation of RAs.
- Participate in initial and ongoing training of RAs.

Community & Resident Wellbeing (5%)

- Be actively present on your floor, role-modeling positive academic and community living habits.
- Be visible, available, and approachable to all residents. SHDs cannot be absent for more than 2 weekends per month.
- Maintain confidentiality of all student records and interactions.
- Follow up in a timely manner with any residents with whom you are concerned about, or whose name is brought to you by professional staff.
- Encourage students to take responsibility for their own actions.
- Because intimate or romantic encounters and relationships with residents can disrupt the ability for an SHD to treat all students fairly, and to accomplish their responsibilities as an effective role model and community builder, SHDs are not allowed to have romantic or intimate relationships with anyone on their floor. If an SHD enters into a relationship with a resident in their building, they are required to notify their supervisor. For more information about the College's policy on employee relationships, SHDs should follow up with their supervisor or the Director of Residence Life.

Other duties as assigned.

In a typical week, most SHDs will be on duty for an average of 2 nights. They will spend 8 hours in the RA Office, on rounds, and helping students. SHDs will also coordinate a staff meeting for 1 hour, have one-on-one meetings with their staff and a one-on-one meeting with their supervisor for another 1 - 2 hours. SHDs will attend a senior staff meeting for 1 hour per week. SHDs will spend 2 hours engaged in summits or other programming. SHDs may spend up to an additional 1 hour each week working on building administrative tasks. SHDs may spend approximately 1 additional hour responding to emergencies or following up with student concerns on their floor. In total, most SHDs will work an average of 15 - 16 hours per week.

To support student learning and development, the College does not allow students to work more than 20 hours each week during the school year. Given the hours necessary to be a successful SHD, please know that it is difficult to take on another job while participating in the SHD program.

SHDs receive a single room waiver and a \$3625 stipend.

For Davis Scholarship recipients: Davis Scholarship recipients will receive a room waiver for the difference between a double and single room, as a double room is already waived through their scholarship. If selected, Davis Scholarship recipients will use the SHD position as their work program position. They cannot take on another position in addition to the SHD position.