OFFICE OF UNIVERSITY HOUSING
WARRENSBURG, MISSOURI
RESIDENCE HALL DIRECTOR/LEADERSHIP GRADUATE ASSISTANT
JOB DESCRIPTION

The Office of University Housing at the University of Central Missouri is dedicated to building an environment in the residence system which facilitates the educational and personal development of students. This mission guides a system which accommodates approximately 3,000 students within 16 residence halls and apartment complexes. The Residence Hall Director provides leadership and direction to all students and staff living in the residence halls. Additionally, they are responsible for student staff supervision, training and development, hall council advising, outreach and counseling of residence hall students and problem solving within the hall. Reporting directly to the Assistant Director, the Residence Hall Director is an essential member of the leadership team in the Office of University Housing.

RESIDENCE HALL DIRECTOR RESPONSIBILITIES

STAFF DEVELOPMENT AND TRAINING RESPONSIBILITIES
1. Supervises daily performances of the (4) undergraduate staff members in a residence hall building housing first year and upperclassman students. Participates in staff recruitment, selection, training and evaluation. Attends and participates in all required hall, area, office and departmental staff meetings and workshops.
2. Provides direction and information to staff in the following areas: programs, activities, counseling, administration, judicial affairs and personal conduct.
3. Develops and conducts staff in-service training sessions.
4. Prepares and supervises undergraduate staff duty/call schedules.
5. Supervises Community Advisor staff which includes acknowledgment of positive contributions as well as confrontation when staff behavior is inappropriate.
6. Schedules, trains and evaluates the front desk staff.

STUDENT DEVELOPMENT RESPONSIBILITIES
1. Facilitates the development of an environment which stimulates student responsibility and accountability within the residence hall system.
2. Oversees, advises, and assists in the planning of programs with students and staff in the residence hall. Such programs must consider the developmental needs of students, the coordination with classroom learning, and the broad educational emphasis.
3. Consults and advises students on an individual and small group basis. Refer students to appropriate resources or helping agencies.
4. Facilitates weekly staff and individual meetings.
5. Assists in establishing a positive working relationship between the residence hall staff and the hall council officers.
6. Identifies and articulates individual and staff goals by the end of the first month of employment.
7. Acts as a judicial hearing officer for policy violations in the assigned hall. Handles referrals for policy violations, clarifies and interprets University and residence hall policies for students and staff; recommends appropriate sanctions for various offenses; follows-up on all judicial matters; and provides timely judicial communications with students and staff.
8. Presents/facilitates programs to the residents/staff.

ADMINISTRATIVE RESPONSIBILITIES
1. Reports to the Assistant Director of Residence Life.
2. Communicates regularly with dining hall staff, office personnel, and other University officials.
3. Monitors the physical upkeep and maintenance of the residence halls through job orders and communication with Assistant Director.
4. Prepares a weekly occupancy report.
5. Coordinates the accurate and timely completion of paper work associated with room changes, check-in/check-out, etc.
6. Serve as on call duty person for all residence halls.
7. Remains on campus during certain weekends: closed weekends, opening/closing weekends, and specified weekends as designated by the Office of University Housing. Also, with one-half of the area leadership must remain on campus each weekend.
8. Assist with special projects of the Division of Student Affairs (i.e. Week of Welcome, Family Weekend, Homecoming, CIRP & YFCY surveys, etc.)
9. Maintains regularly scheduled office hours each week.
10. Performs special duties requested by the Assistant Director and the Office of University Housing (i.e. committee work reports, etc.).
11. Maintains a close working relationship with the Area Secretary.

**LEADERSHIP GRADUATE ASSISTANT RESPONSIBILITIES**

1. Serve as a co-advisor to the National Residence Hall Honorary (NRHH) chapter, which includes attending executive board and general body meetings. This also includes meeting with executive board members in 1-1 situation as determined with co-advisor.
2. Serve as a member of the University Housing Leadership committee.
3. Coordinate materials for the monthly UCM Spark Leadership newsletter, in conjunction with the leadership committee and the Housing Marketing office.
4. Oversee Hall Council President monthly roundtable sessions (four per year)
5. Assist with leadership training (September) for hall leaders.
6. Coordinate, in conjunction with the leadership committee, the Diamond Retreat (emerging leaders) in the spring. This includes but is not limited to: publicity, plans for the retreat, activities, location, evaluation, and delegating other tasks to committee members.
7. Explore development of an ongoing student leadership training series, in conjunction with the leadership committee and possibly Campus Activities, to support skill building for hall leaders.
8. Assist with ongoing advisor professional development sessions throughout the year
9. Work on assessment of leadership initiatives throughout the year.

**QUALIFICATIONS**

- Bachelors degree complete by August.
- Enrollment in the College Student Personnel Administration graduate program.
- Minimum 3.00 undergraduate cumulative grade point average.
- Must be able to respond to emergency situations quickly.
- Mobility throughout the housing system is essential.

**REMUNERATION**

Salary - $7,500 for a 10 month appointment and graduate scholarship (up to 10 hours per semester). Additional compensation for the additional work of the Residence Hall Director position of a furnished apartment and partial board plan while classes are in session, and a student parking sticker.

**AGREEMENT DATES**

August 1 to May 15

**APPLICATION PROCEDURES**

Application material should include:

1. Current, detailed resume' with list of contact information for three references
2. Cover letter indicating specific experience applicable to position
3. Three letters of reference
4. Copy of transcripts (Can be Unofficial copy Official copy sent when hired)
5. Essay about why interested in a CSPA degree and future goals.
6. Graduate Assistantship Application (available on line www.cmsu)
7. Graduate School Application & fee (available on line www.cmsu)

The above materials should be sent to:
Alan Nordyke
Director of Residence and Greek Life
Office of University Housing
Ellis Complex - L23
Warrensburg, MO 64093
nordyke@ucmo.edu

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