

## ***Hall Director Position Description***

---

The Hall Director (HD) position at Texas Christian University (TCU) is a full-time (12-month), live-in professional position that carries responsibility for administering a comprehensive residence life program in a hall of 150-400 students. The HD will be a part of establishing goals and objectives for the department and the residence hall. The HD will be expected and encouraged to take initiatives that are consistent with the mission of the department. The HD position requires enthusiasm, strong work ethic, and initiative while working collaboratively with others in the department and in the Division of Student Affairs. Evening and weekend hours are required. This position reports to the Assistant Director or Associate Directors of Residence Life (ADs). TCU requires applicant to live on campus in a designated residence hall. Human Resources must complete a background check on the selected candidate and spouse. You must have or obtain a Texas Drivers' License. As an AA/EEO employer, TCU recruits, hires, and promotes qualified persons in all job classifications without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law. The primary responsibilities are:

### *Residence Hall Community Development/Knowing, Connecting, Empowering (KCE):*

- Develop relationships with residents to help them be successful at TCU
- Implement tenets of our Knowing, Connecting, Empowering model, which is focused on building relationships and creating a caring community
- Assist and supervise Resident Assistants in community development/KCE initiatives
- Create and promote a caring atmosphere conducive to academic pursuits and to the personal development of students
- Promote an atmosphere that emphasizes TCU's mission and values
- Advise, counsel, and hold accountable individual students and make referrals when needed
- Coordinate development of programming that fosters personal, academic, and community wellness
- Assess effectiveness of hall programs
- Develop and advise student leaders and organizations, including National Residence Hall Honorary (NRHH), Hall Crew (Hall Council), Hall Crew Association (HCA), and Peer Discipline Board
- Actively support HCA and NRHH

### *Residence Hall Staff:*

- Attend staff meetings with other HDs and the Housing and Residence Life Leadership Team
- Plan and implement a weekly staff meeting with the hall staff
- Conduct weekly or bi-weekly meetings with individual Resident Assistants
- Supervise 5-15 Resident Assistants, 1 undergraduate Assistant Hall Director, and (in some halls) an Office Assistant or Graduate Assistant
- Evaluate Resident Assistant performance and hold them accountable for job expectations
- Participate in and lead staff training for all residence hall personnel, including RAs and Desk Assistants
- Develop a sense of community among staff through staff development, leadership development, and personal/professional development

### *Residence Hall Administration:*

- Maintain daily office hours and offer a high degree of availability and visibility for all residents and staff members
- Oversee the administrative functions of the hall office operation, including Desk Assistants, timesheets, supplies, keys, etc.
- Maintain occupancy reports and resident records utilizing StarRez student housing software
- Ensure that maintenance problems are reported and corrected as soon as possible
- Promote and enforce a secure environment within the residence hall

- Enforce University and departmental policies and regulations
- Maintain hall budget by preparing and carefully recording all expenditures
- Adjudicate violations of University policy and the Code of Student Conduct using Maxient

*Departmental Responsibilities:*

- Assist with student staff selection and training
- Assist with department wide and divisional programming, and move-in/move-out
- Lead and serve on HD Committees (RA/HD Training, Student Staff Selection, Inclusiveness, Assessment, First/Second Year Experience)
- Participate in year-round on call rotation

*Divisional Responsibilities:*

- Support larger University initiatives (Frogs First, Monday@TCU, Experience TCU, Orientation, University programming, etc.)
- Serve as liaison formally and informally with other departments in Student Affairs
- Actively participate in professional development events provided by the Division of Student Affairs
- Create collaborative relationships with other departments and university personnel