

Hall Director Position Description

The Hall Director (HD) position at Texas Christian University (TCU) is a full-time (12-month), live-in professional position. This position is responsible for administering a comprehensive residence life program focused on empowering students to develop authentic relationships and inclusive communities within an exceptional residential experience within a hall of 150-450 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 positivity, enthusiasm, strong work ethic, a desire to be a part of the campus community, 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. The primary responsibilities are:

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

- Develop relationships with residents to aid in the holistic development of the individual student
- Implement tenets of our Knowing, Connecting, Empowering model, which is focused on intentionally building relationships and cultivating a strong sense of community within the residence halls
- Assist and supervise Resident Assistants in community development/KCE initiatives
- Utilize motivational interviewing techniques to adjudicate violations of University policy and the Code of Student Conduct in order to guide students through the educational discipline process
- Oversee the development of programming that fosters awareness of personal endeavors, academic pursuits, community wellness, civic engagement, and diversity, inclusion, and equity
- Assess the effectiveness of hall programs, department initiatives and committees through the survey software Qualtrics
- Advise student leaders and organizations, including National Residence Hall Honorary (NRHH), Hall Crew (Hall Council), Hall Crew Association (HCA), and Peer Discipline Board
- Advise a student leader through the Cultural Connector program to promote and implement diversity initiatives
- Create and promote a caring atmosphere conducive to academic pursuits through personalized academic plans for students with unsatisfactory grades
- Promote an atmosphere that emphasizes TCU's mission and values

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 5-16 Resident Assistants, 1 undergraduate Assistant Hall Director, and (in some halls) an Office Assistant or Graduate Assistant
- Evaluate the student staff performance of 5-16 Resident Assistants and 1 undergraduate Assistant Hall Director
- Co-supervise one Lead Desk Assistant with the Assistant Hall Director to promote community development within the residence hall
- Participate in and lead staff training for all residence hall personnel, including RAs, Assistant Hall Directors, Desk Assistants, Lead Desk Assistants, Cultural Connectors, and Graduate Assistants
- Develop a sense of community among staff through staff development, leadership development, and personal/professional development

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.

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
- Utilize the work order system Aim to ensure that maintenance problems are reported and corrected as soon as possible
- Promote and uphold a secure environment within the residence hall
- Enforce University and departmental policies and regulations
- Maintain hall budget by preparing and carefully recording all expenditures

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, KCE, Summer Camps and Conferences, Graduate Assistant Recruitment, NRHH, Hall Crew, Peer Discipline Board)
- 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 and Housing and Residence life
- Create collaborative relationships with other departments and university personnel

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