Position Title: Residence Hall Director (part-time)

FLSA: Exempt

Reporting Responsibilities:
Residence Hall Directors report to the Director of Residence Life and Student Conduct

Job Summary:
As an important members of the Student Development staff, Residence Hall Directors (RHD) maintain a positive living-learning environment in the assigned residence hall. They provide guidance for the Resident Assistants (RA.) assigned to their buildings and serve as role models of professionalism, problem-solving, and responsibility. The RHDs respond to crises with maturity and sound judgment.

Primary Responsibilities:
• Supervises and evaluates the Resident Assistants and other student employees assigned to the incumbent’s residence hall.
• Conducts weekly meetings with Resident Assistants and participates in bi-weekly Residence Life staff meetings.
• Participates in training sessions scheduled by the Director of Residence Life & Student Conduct.
• Works with Resident Assistants to facilitate educational and social programming for residents.
• Assumes “on-duty” responsibility for all residence halls on a scheduled basis. During this time makes rounds of the residence halls, handles problems that arise, reports any unusual incidents and works closely with Campus Safety.
• Responds to requests for help from residents and/or Resident Assistants, providing advice, support and guidance as necessary.
• Counsels students on personal, academic, and other matters within the limits of the incumbent’s training and abilities.
• Enforces regulations such as those governing visitation, alcohol, tobacco and other drugs and reports violations.
• Establishes and maintains communication with students living in the residence halls.
• Serves as a mediator /facilitator when necessary for interpersonal conflicts between students.
• Monitors the general behavior of residents and their guests.
• Required to work Freshman move in day in the Fall semester and residence hall closing in the Spring semester
• Required to attend Residence Life Leadership Retreats and Student Leadership Retreats

Knowledge, Skills, and Abilities:
• Ability to communicate effectively both verbally and in writing.
• Ability to handle confidential and sensitive information discretely.
• Ability to work well with individuals with diverse backgrounds.
• Excellent organizational skills and efficiency in recordkeeping.
• Attention to detail and follow through.
• Ability to work independently to perform assigned tasks.
**Working Conditions:**

This is a part-time live-in position with responsibilities primarily during the evening hours. This position is 20 hours per week which includes one on-duty night. During scheduled on-duty time from 7:00 p.m. to 7:00 a.m. the RHD must remain on campus. RHDs rotate weekend on-call responsibilities. Hall Director will also receive a stipend to help cover their cellular phone expense.

Residence Hall Directors are allowed to have other employment or commitments in conjunction with the SMC residential duties.

RHDs are required to move around the campus in a variety of weather conditions.

**Required Physical Abilities:**

- Ability to bend, stoop, reach, stand, and move around the campus.
- Manual and physical dexterity and visual acuity needed to operate a computer keyboard and handle paper documents.
- Sufficient near vision acuity to read information appearing on a computer display screen, in handwritten form, and printed on paper.
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to work outdoors in all weather conditions.

**Education & Experience:**

- Education: Bachelor's degree preferred or Bachelor's in progress with at least 2 years of college accepted.
- Experience: Experience living in college housing, preferably having served as a resident assistant or in a similar leadership position.

**Approvals:**

____________________________________________________   ______________________
President                   Date

____________________________________________________   ______________________
Dean of Students            Date

____________________________________________________   ______________________
Director of Residence Life & Student Conduct  Date

*All employees of Spartanburg Methodist College are entrusted with assisting the College achieve its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations of all employees*

*I have read the above position description and have received a copy.*

____________________________________________________   ______________________
Residence Hall Director       Date