



SOUTHWESTERN COLLEGE JOB DESCRIPTION

Job Title: Residence Hall Director

Term: August 15 – May 15

FLSA Status: Non-Exempt

Position Type: Part Time

Reports To: Director of Residence Life

Job Summary:

Southwestern College in Winfield, Kansas invites applications for a Residence Hall Director position. This part time, live-in position carries responsibility for administering a comprehensive Residence Life program in a hall of approximately 100-140 male residents, primarily first-year students and supports a residential community of approximately 450 residents.

Primary Duties & Responsibilities:

Student Development:

- Promote an atmosphere conducive to the academic pursuits and personal development of students.
- Supervise Resident Assistants in coordinating hall programming that meets educational objectives.

Safety:

- Promote and enforce a safe environment within the residence hall.
- Enforce Southwestern College policies and regulations, as well as advise, discipline, and counsel individual students, making referrals when necessary.
- Act as a Campus Security Authority (CSA), reporting Clery Act crime allegations disclosed to them to designated officials.

Administrative Duties:

- Complete Resident Director monthly reports.
- Maintain occupancy reports, room inventory paperwork, and room keys.
- Manage the hall's programming budget.
- Manage student conduct case files and coordinate conduct hearings for policy violations.
- Other duties as assigned.

Trainings and Meetings:

- Assist with fall and spring Resident Assistant Training.
- Conduct a bi-weekly staff meeting with Resident Assistant staff, and regularly schedule one-on-one meetings with the Resident Assistants.
- Attend/assist with monthly Resident Director/Apartment Manager staff meetings and monthly all-staff in-services.

Duty:

- Apartment Managers and Resident Directors share weekly on-call rotations, which occur about every two-three months for each staff member. On-call responsibilities include

responding to phone calls, emergency situations, and weekend rounds in the residence halls.

- Coordinate Resident Assistant duty nights and weekends in the residence hall.

Required Qualifications & Special Skills:

- Bachelor's Degree preferred.
- Leadership, supervision, and interpersonal skills relating to people in general, particularly young adults
- Preference will be given to applicants with prior residence life and residence life leadership experience, and to those applicants who possess a working knowledge of student development.

Physical Demands:

Essential functions of this position regularly require sitting, standing, walking, lifting, manual dexterity, ability to communicate.

Work Environment / Environmental Condition:

Work includes nights and weekends. The individual in this position is required to reside on campus.

All of the essential job functions are subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation. This position description is not all-inclusive and may change at the option of the (supervisor or division head). Any major change will result in the position being reviewed for reclassification.

Compensation Package:

\$7.89/hr, 18 hours a week for an approximate total of \$140/wk or \$6,000 for 10 months (July 17th – May 17th), \$700 per semester in meal plan declining balance, benefits, retirement plan, and a 2-3 bedroom, 2 bath apartment that includes kitchen (refrigerator and electric range) cable, internet, utilities, and access to the complimentary laundry facilities.

Prepared/Reviewed By: Vice President of Student Affairs, Sarah Hallinan