Classification Specification for Unclassified Service

**Title:** Resident Hall Director  
**Pay Scale Group:** 14-A

**Essential Function**

Under general supervision from a designated administrator, responsible for assisting in planning, developing and implementing residence hall procedures and policies related to student program and services and managing student residence hall(s), overseeing daily operations and facilitating social and educational opportunities supporting personal growth for residents.

**Characteristic Duties**

Provides supervision to Community Coordinators and other full-time staff and/or graduate assistants (depending on the area), support staff, resident advisors, and oversight of desk staff, in the assigned residential complex; assists in the recruitment, selection, training, and evaluation of all Resident Education and Development staff members;

Shares responsibility for the administration of one or more residence halls with graduate assistants or full-time community coordinator; oversees office operation, completes necessary paperwork, and works with Facilities & Maintenance staff, Housekeeping staff, Housing and Food Services, and University of Cincinnati Police Department to ensure safety and security within the designated area;

Works to ensure that all residents feel included and welcome by overseeing community, academic, and personal programs in collaboration with other Resident Education and Development staff and/or university departments; facilitates an awareness and sensitivity in celebration of cultural diversity;

Monitors and approves financial transactions to ensure funds are used properly;

Is knowledgeable of departmental and university policies and ensures that students and staff within their area(s) are aware of policies and procedures within all residential communities and residential dining centers;

Serves as advisor to building/area’s hall government. Monitors and documents behavioral concerns. May adjudicate instances of university violations in conjunction with the Office of University Judicial Affairs; provides crisis intervention as situations arise. Utilizes on-campus resources to make appropriate referrals to students who need and/or require assistance;

Establishes regular office hours within residential complex; maintains a high level of contact with residents and staff by walking the area on a regular basis;

Actively participates in the Resident Education and Development strategic planning process; serves on departmental and division committees; attends regularly scheduled departmental staff meetings, individual consultations with supervisor/supervisees and facilitates area meetings. Serves on campus-wide duty and/or emergency rotation; assists with Summer Conference Program operation;

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Performs other duties as assigned by the Assistant Director of Resident Education and Development or Director of Resident Education and Development.

**Minimum Qualifications**

Master’s degree in college student personnel, higher education administration, counseling or related field with two (2) years’ experience; -OR- a Bachelor's degree with four (4) years’ experience; -OR- Associate's degree with six (6) years’ experience; -OR- eight (8) years’ experience; experience must be in residential hall administration, which includes counseling and advising with willingness to live in a residence hall.