



## Men's Residence Hall Director

The Residence Hall Director (RHD) will manage all aspects of a male residence hall housing up to 246 students. The RHD will directly oversee the day-to-day operation of the residence hall system, including supervising resident and desk assistants, facilities administration, conflict mediation, serving as a conduct officer, and advising students as well as the Residence Hall Association. Reporting to the RHD are six Resident Assistants, desk attendants, and a Night Monitor. This position will report directly to the Dean of Student Affairs. **Flexibility and an ability to work non-traditional business hours are required.** "On-call" coverage, attendance at campus functions, student programs, and "after hours" emergency response is often required. Incumbent must have an active interest in the development of students and in their personal and academic pursuits. This is a "live-in", 12-month position, with a competitive salary, apartment, meal plan when classes are in session, and full benefits package.

### **Responsibilities:**

Specific duties include, but are not limited to: selecting, training, supervising, and evaluating Resident Assistant staff; developing programming model and implementing educational programming through resident assistant staff, Hall Council, and by personal presentation; developing and advising of Residence Hall Association; articulating and enforcing campus and residence hall policies; adjudicating and educational sanctioning of students through campus disciplinary processes; enhancing learning community through teaching and celebrating the values of ethical decision-making, collective responsibility, respect, and academic achievement; assisting in the development and planning of residential learning communities; providing leadership in the development of social, educational, and cultural programming; coordinating campus services to residence halls through interaction with facilities maintenance services, campus safety officials, business office, faculty, Campus Support Programs, and other campus entities; administering of residence life procedures, such as contract and assignment processing, roster upkeep, check-in and checkout procedures, and maintenance referral; summer assignments may include conference coordination, summer school RHD, and/or special assignments related to the development of the residence life program; and performing other duties as assigned.

### **Qualifications:**

Master's degree in College Student Personnel, Counseling, or related field preferred; bachelor's degree required, with at least two years of administrative experience in Residence Life; strong administrative skills and attention to detail; experience in working with students in an institution of higher education preferred; knowledge of current student development practices and demonstrated commitment to education and student excellence; excellent writing, speaking, interpersonal and management skills.

**Salary:** Competitive salary range and comprehensive fringe benefits package.

**Application Procedure:** Candidates should submit a letter of interest establishing qualifications for the position, a current resume, transcripts, and an HT application. HT applications can be found at [www.htu.edu](http://www.htu.edu). This position is open until filled. Forward application packets to: [humanresources@htu.edu](mailto:humanresources@htu.edu) or by mail to Director of Human Resources, Huston-Tillotson University, 900 Chicon St., Austin, TX 78702-2795. To ensure receipt of your application, please send it with a read receipt requested if emailed, or with a signature request if mailed. Applicants will be contacted as appropriate.