

Full Job Description

The Residence Hall Director is the primary live-in administrator of a residence hall, responsible for all management functions necessary to provide students with a community in which they can live and learn comfortably and effectively. The Director promotes, within the hall, an atmosphere conducive to academic and personal growth, reflecting the mission and philosophy of both Bromley Hall and the University of Illinois.

Description of Primary Duties

The Residence Hall Director is the primary live-in administrator of the residence hall and responsible for all management functions related to running the community life of over 700 students. The Residence Hall Director organizes the operation of the front desk, supervises our student employees, implements both educational and social programs for the residents and is on hand to manage any crisis or emergency situations.

Experience: At least two years' experience in Residence Life including programming, student conduct, and the supervision of student workers is required. Service in a student leadership capacity, with experience in hall government and/or peer judicial systems is preferred. Experience incorporating multi-cultural and multi-perspective experiences for students that are needed to succeed in a global, broadly diverse society is preferred. Experience working in a diverse environment and/or with students from diverse backgrounds is preferred.

Skills: The ability to effectively organize an office, front desk, and mail operation to serve the needs of student residents is required. A demonstrated ability to supervise student employees, counsel individuals on a one-on-one basis regarding a variety of issues, establish positive working relationships with individuals of varying backgrounds, and organize activities and information to meet specific established goals is required. A demonstrated ability to perform in a problem-solving capacity including the evaluation of crisis and emergency situations is required. The ability to design and implement educational and social programs for residence life audiences is required. The ability to monitor the daily and long-range physical condition and needs of the housing facility is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required. The ability to visually inspect the physical facility for cleanliness and maintenance needs is required.