

Hall Director Job Description

Hall Directors are live-in staff members who provide an adult presence in the Freshman and Sophomore Areas. Traditionally, Hall Directors are graduate students who are aspiring to become professionals in the field of Student Affairs and/or Residence Life. Hall Directors are under the direction of the Assistant Director who oversees the Freshman or Sophomore Area. The Hall Director assists the Assistant Director with implementation and evaluation of residence hall programs, supervision of undergraduate staff within each building, and with adjudication of violations of the Student Code of Conduct.

Eligibility

All applicants for the Hall Director position with the Residence Life Office at Mercyhurst University must have received a minimum of a Bachelor's degree from a four year institution and must be enrolled as a full-time student in a Mercyhurst graduate or Post-Baccalaureate program while employed.

Preference for Hall Director positions will be given to applicants with experience as a Resident Assistant (RA) and/or with a Residence Hall Association. Other undergraduate experience or involvement with programming and student groups will be considered.

Candidates must be available to work for the entire academic year (August through May).

Candidates must be available during normal business hours for weekly staff meetings, office hours, and conduct meetings. Candidates in an education program that requires student teaching will be required to resign their Hall Director position during the term they are student teaching (positions will not be held during this time).

Compensation

The compensation and benefits package for the Hall Director position includes the following:

- Full tuition waiver
- Stipend of \$9,000 per year (10-month contract)
- Furnished campus apartment within an assigned residence hall (all utilities, local telephone, cable, and internet service are provided)
- Partial meal plan

Job Duties

As an integral member of the Residence Life team, Hall Directors are an employee of the University who work to facilitate an environment that will contribute to the holistic development of residents. Specifically, Hall Directors are expected to:

Supervision

- Conduct weekly staff meetings with Resident Assistants.
- Schedule RA staff for duty coverage including week days, weekends, and breaks.
- Hold staff members accountable for actions by evaluating job performance.

- Assist in staff selection and training.
- Provide advice and support to RAs dealing with difficult situations.

Hall Programming

- Direct, support, and participate in RA programming efforts.
- Work with RAs to assess student needs and develop programming goals to meet identified needs.
- Be visible, accessible, and available to the residents and staff in your area.
- Work with staff and residents to develop community in residence halls.

Administrative

- Maintain weekly office hours in the Residence Life Office.
- Inform the Assistant Director or the Residence Life Office of problems or unusual situations within their areas.
- Complete paperwork (Room Condition Reports, Weekly Reports, Taxi Vouchers, etc.) in a timely manner.
- Attend all staff meetings and individual meetings with Assistant Director and Residence Life Staff.
- Counsel students within the limits of his/her ability, referring students with academic, health, and personal problems to the Assistant Director or to another appropriate office.
- Serve within an on-call duty rotation as the first on-site responder following incident response protocol.

Policy Enforcement

- Help to interpret and explain the Mercyhurst University mission, philosophy, policies, expectations, and regulations to students.
- Encourage residents to behave responsibly and to address problems on a peer-to-peer level.
- Assist in the adjudication of violations of the Student Conduct Code.
- Assign sanctions for violations of the Student Conduct Code.
- Assist RAs with confrontational situations.

Building Management

- Assume responsibility for monitoring the condition of facilities.
- Initiate work orders for repairs.
- Inspect the building during hall openings and closings and throughout year.
- Perform all other duties as assigned.

How to Apply

All applicants must complete the Hall Director Application, which is available online at www.mercyhurst.edu/campus-life/residence-life/employment-opportunities. Applicants will also be required to submit a current resume and cover letter with their completed application. Review of applications will begin on April 1. Applications will be accepted until the position is filled.

Questions? Contact:

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