

RESIDENCE HALL DIRECTOR

JOB SUMMARY/OBJECTIVE

Reporting to the Director of Residential Life, the Residence Hall Director is charged with developing a community that promotes engagement, learning, respect for diversity, and student success. The RHD plays an integral role in the creation of a safe, inclusive environment for residential students and support for students to be successful both inside and outside the classroom. The RHD will assist with training, supervising, and evaluating Residential Assistant (RA) student staff members. Additionally, this position will support the planning and implementation of programs related to the retention, persistence, academic success and graduation goals of the university. The RHD is a live-in, 12-month position.

RESPONSIBILITIES

- Work with RAs to develop and implement programs that support students from diverse religious, cultural, educational, and economic backgrounds and enhance the residential experience
- Serve as a partner in the student's total development by working with campus resources, such as Career Services, Counseling Services, Student Engagement, Ozarks Outdoors, Office of Administrative Services, faculty, and other offices
- Provide assistance to students experiencing emotional, academic, physical, and/or interpersonal difficulties, and refer them to campus resources when appropriate
- Assist with students' educational goals and academic needs by supporting understanding of policies, procedures, resources, and programs
- Address behavior issues impacting individual/community rights and standards
- Maintain office hours and respond to student/stakeholder needs through visibility and availability in the residence hall office
- Assist the Director of Residential Life in recruiting, training, and developing Resident Assistants by helping with RA/OEM Fall and Spring Trainings, and hosting weekly staff meetings.
- Directly supervise and support 3-10 Resident Assistants
- Serve as a conduct hearing officer for students referred for minor violations of the Student Code of Conduct, Residential Life Policies, and other behavioral concerns; administer appropriate sanctions and/or interventions to effectively resolve disciplinary problems in consultation with the Director of Residential Life
- Conduct performance evaluations for Resident Assistants to determine development and performance needs, create action plans to address individual needs and in-service programs for group needs
- Provide assistance to the Director of Residential Life in the daily operation of their residence hall including building opening/closing, distribution and collection of keys, monitoring of room inventories and room changes, and follow up on work orders
- Serve in an on-call rotation for the entire residential population including after-hours and some weekends/holidays
- Work evenings and weekends as necessary to fulfill expectations of the position
- Other duties as assigned

SKILLS AND ABILITIES

- Strong verbal and written interpersonal communication skills.
- A commitment to collaborating with faculty, staff, alumni, students, and community partners in the holistic education of students.
- Excellent organizational ability, high level of accuracy, and attention to detail.
- Work independently with minimal supervision.
- Maintain a valid Driver's license

QUALIFICATIONS

- Bachelor's degree required, master's degree in student development, higher education, counseling, or related field preferred.
- Experience in Residential Life and campus programming preferred.
- Experience in conducting student leadership training and program planning in a college environment preferred.

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major duties and responsibilities of the position.

APPLICATION PROCEDURES

Review of applications will begin immediately and will continue until the search is completed. Please send a letter of interest, resume; and contact information for three references to: humanresources@ozarks.edu

ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational, and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff, and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs, and other campus initiatives. For more information about University of the Ozarks, visit www.ozarks.edu.