



UNIVERSITY HOUSING

Residence Hall Director-Undergraduate Residence Halls

Primary Function of the Position

The Residence Hall Director (RD) is responsible for the leadership, management, and coordination of a residential community in the undergraduate residence halls, and for the education of residence hall students as defined by the Illinois Residential Experience curriculum. These functions are to be accomplished in a traditional 40 hour work week with the occasional pre-approved and case by case overtime in accordance with Fair Labor Standards Act.

We educate and serve approximately 9,100 diverse, domestic and international students, and conference guests living in our facilities throughout the year. The Residence Hall Director works collaboratively within University Housing and with colleagues on campus to support University Housing's mission and vision by creating intentional learning environments in our residence halls. We work from a defined set of Learning Goals and Outcomes to build safe and inclusive communities, through implementation of the Illinois Residential Experience curriculum.

This position is a full-time, live-in, twelve-month regular Academic Professional appointment.

Major Duties and Responsibilities

Community Development and Leadership:

- Provide direct leadership to staff for community assessment, community building and the implementation and assessment of the Residential Curriculum.
- Provide guidance and support to staff, residents, and student groups in developing and maintaining communities which complement the academic mission of the university, engage the residents' goals for making academic progress, expand their knowledge of academic and campus resources, and increase residents' social awareness and sense of responsibility.
- Coordinate collaboration and work between RAs and other paraprofessional positions, such as Multicultural Advocates and Program Advisors, to implement the Illinois Residential Experience.
- Assume a leadership role in the undergraduate residence hall community through promotion of the Illinois Residential Experience.
- Provide leadership development opportunities for members of student groups through structured advising, mentoring, and community event planning.

- Educate residents and staff regarding the University and Housing policies and developmentally address behaviors informally through conflict resolution strategies and formally through the educationally driven judicial process.
- Maintain appropriate community standards within the undergraduate residence halls.
- Act as a University judicial hearing officer for all hall-level violations and some campus-level student code violations utilizing an educational and developmental approach.
- Develop intentional collaborative relationships with staff in other University Housing departments.
- Develop collaborative relationships with staff and faculty in Student Affairs and Academic Affairs.

Staff Supervision, Recruitment, Training, and Development:

- Supervise and lead paraprofessional staff of 8-13 in the implementation of Residential Curriculum in the areas of Academic Success, Social Justice Exploration, Interpersonal & Intrapersonal Competence and Engaged Citizenship along with general administrative tasks, professionalism, reliability, and teamwork.
- Participate in the recruitment and selection processes of paraprofessional, professional and student employees.
- Assist with departmental training, plan and implement paraprofessional training and develop and implement weekly staff development for paraprofessionals.
- Participate in professional staff training and development programs.
- Conduct informal and formal performance appraisals for paraprofessional staff.

Administrative:

- Establish and maintain a minimum of 5 weekday drop-in office hours for residents as part of a flexible, work schedule during the academic year.
- Maintain a traditional 40-hour work week schedule during the summer and breaks to work on assigned projects and prepare for staff training.
- On a flex schedule, be available for evening and weekend educational initiatives, contact with students.
- Coordinate various administrative tasks, such as the room change process, fire inspections, and maintaining student employment records.
- Participate on a wide variety of departmental and/or university committees, project teams, and work groups.

- Maintain accurate documentation for the judicial process.
- Coordinate hall openings and closing procedures at various break periods.
- Process requests for funding and administer student group and staff administrative budgets including maintaining detailed financial records.
- Participate in weekly area professional staff meetings, monthly departmental and quarterly all housing meetings as well as regular project oriented departmental committee meetings.
- Become familiar with Residential Life current policies and procedures outlined in the Residential Life online manual.
- Participate in University Housing's overall Conference & Special Events operation.
- Respond to day-to-day needs of conference groups and staff during the conference season.
- Collaborate regularly with other Housing units on various programs and operations.

Crisis Response & Management:

- Assume on-call responsibilities within a multi-residence hall area on a regularly scheduled rotation during the year including all University break periods, which may include holidays.
- Respond to in-hall emergencies including but not limited to weather, fire, outside emergency responders enter building
- Effectively address all on-call responsibilities as well as follow-up with incidents.

Living - Learning Community (LLC) Responsibilities (applicable in halls with LLCs):

- Collaborate effectively with Living Learning Community staffs to plan and implement fall orientation, specialized educational initiatives and services that complement the academic theme of the Living Learning Community.

Professional:

- Function in a unique department-centered and area-centered environment where in-depth collaboration and teamwork are extremely important and highly valued.
- Maintain an effective working relationship with supervisor, co-workers and other University Housing staff.
- Be open and receptive to constructive feedback.
- Demonstrate excellent oral and written communication skills.
- Demonstrate quality decision making and evaluative skills, including taking responsibility for actions and decisions.

- Demonstrate a positive attitude toward the position, the Department of Residential Life and University Housing.
- Fulfill expectations for assigned committees and projects.

Position Requirements and Qualifications

Required: Master's degree and part-time work experience in residential life, conference services, any campus housing environment, student affairs or related field (higher education, counseling, diversity education, social work, etc.). Graduate assistantships are considered part-time work.

Preferred: Master's degree in College Student Personnel, Student Affairs, Higher Education, Counseling or related field. Candidates with a Master's degree in progress at the time of application may be considered. A successful candidate will have completed the Master's degree at the time of beginning employment. Preference will be given to those with a working knowledge of student learning and student development, social justice education, and/or Residential Curriculum. Current full-time work in residential life, university housing or conferences service, supervisory skills, successful community building strategies, conflict mediation skills, interpersonal skills, sound decision-making and evaluative skills. Preference is also given to those who demonstrate openness to constructive feedback and the ability to build and maintain effective working relationships with colleagues and students while working successfully with diverse college student populations.

Contract and salary for this regular Academic Professional appointment begins July 5, 2017 for the 2017-2018 academic year. Starting salary is commensurate with experience and includes an excellent benefits package.

For full consideration create your candidate profile at <http://jobs.illinois.edu> and upload pdf versions of a cover letter of application, a resume, and the names, addresses, email addresses, and phone numbers of three professional references by our for full consideration date, February 11, 2017. Interviews and hires may occur before the full consideration date; however, all applications received by the full consideration date will receive full consideration.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The search will remain open and applications will continue to be reviewed for 2017-2018 anticipated vacancies through July 5, 2017. We intend to make multiple hires for this search. Please contact a Housing Human Resources Representative at careers@housing.illinois.edu with any questions you may have.

We encourage all applicants to learn more about the Department, Housing, the University of Illinois and the Urbana-Champaign community by visiting our candidate website:

<http://www.housing.illinois.edu/Staff/Employment/>

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender

identity, age, status as a protected veteran, status as a qualified individual with a disability or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu).