

- Supervisory Organization
  - 04306900 Residence Life
- Organization Assignments
  - Company: Tarleton State University
  - TAMUS System Member Part: 04 Tarleton State University
- **Job Posting Title**  
Residence Hall Director
- **Job Description Summary**  
Assists with the administration of all aspects of the University campus housing program including educational support, programming, staff development, staff supervision and long-term departmental planning. Ensures that residence hall operations are efficient and effective in meeting the objectives outlined in the departmental mission, the Division of Student Affairs mission, the University’s mission, vision and values statements, and the Tarleton Forward 2030 strategic plan. Specific operations include supervising hall staff, responding to student needs, discovering and reporting facility (maintenance and housekeeping) shortcomings, entering housing assignments changes, student conduct adjudication, incident resolution and implementing learning initiatives. Work duties may include (but are not limited to) advising a student organization, outreach, response and training. Serves as a Campus Security Authority (CSA). Is essential to University operations and expected to remain at work during emergency situations. Work hours: Mon-Fri; 8 AM-5 PM; with 12-month on-call rotation and weekend and holiday rotations, or as work requirements indicate.
- **Job Description**  
Creates a residential community on campus, where residents thrive, with the guidance and direction of the Residence Life leadership team. Completes the administrative aspects of a residential community and assists in the enhancement of the physical aspects of the residence halls. Establishes and maintains ownership over building area operations. Implement initiatives that further institutional objectives. Serves on Division of Student Affairs committees, or work groups and University committees; Is essential to University operations and expected to remain at work during emergency situations; Work hours: Monday-Friday with 24-hour on-call rotation and weekend and holiday break rotations 12-months/year; Serve as a Campus Security Authority (CSA).  
**Responsibilities:**  
30% Student Development: Provides input for Residence Life and Student Affairs initiatives to support learning and student success. Collaborates and implements departmental initiatives to include recruiting, training and community development. Selects, develops and coordinates student leaders and student workers to ensure a positive community environment where residents can achieve social and academic success. Builds teams.  
35% Housing Administration: Addresses and confronts (“runs toward”) crisis situations within and involving the building area over which responsibility rests. Initiates problem-solving skills, directly investigates solutions, takes initiative, demonstrates persistence and resilience. Is relentless and tenacious in pursuit of helping create a residential environment conducive to student success. Completes the administrative aspects of the residential community which includes room change paperwork, occupancy reports, rosters, closing documentation, resolves conflict, and contributes as an administrator on committees and by delivering presentations. Controls building master keys.  
25% Facility Management: Communicates and enters maintenance work orders and assists in the enhancement of the physical aspects of the residential halls. This includes ordering directional signage, attending to cleanliness, requests repairs, and attends to resident comfort, safety and security matters. Facilitates relationships with facility partners such as Campus

Operations, SSC, Sodexo, and Environmental Health and Safety. Manages facilities by walking around.

10% Other Responsibilities: Serves on committees or work groups in the Division of Student Affairs and at the University. Completes other responsibilities as developed or assigned by the supervisor. Provides holiday break and summer housing rotation coverage. Serves as summer conference staff, Residence Life summer student program staff, and supports Texan Orientations during the summer. Performs other duties as assigned.

**Education and Experience:**

Bachelor's degree or equivalent combination of education and experience. One year of experience in student affairs work or related specialty.

**Knowledge, Skills and Abilities:**

Oral and written communication skills. Ability to multitask and work cooperatively with others. Ability to work beyond normal office hours and/or work on weekends.

**Preferred Requirements:**

Master's degree is preferred.

- Available For Hire  
Yes
- Hiring Freeze  
No