

The Hall Director is a full time live-in professional staff member at Southeast Missouri State University. They are the primary staff members responsible for the total student development program within a residence hall, including supervision and advisement of student staff and student hall government, program development and implementation, and administration. With the goal to enhance student development, Hall Directors assume the following functions:

I. Staff Supervision and Development

- A. Participate in the selection of para-professional staff.
- B. Participate in the planning, implementation, and evaluation of orientation programs, training workshops, and general in-service training sessions prior to and throughout the academic year.
- C. Supervise a staff of Resident Assistants, both individually and as a group, regarding the daily long-term operation of the hall, campus housing issues, policies, procedures, and special concerns.
- D. Conduct weekly hall staff meetings.
- E. Provide opportunities for staff development through individual contact, needs assessment, and on-going training.
- F. Provide a written evaluation of Resident Assistants at least once a semester, with an emphasis on assessment of past performance and goal setting for the future.
- G. Provide individual feedback regarding Resident Assistant performance.

II. Student Development

- A. Advising
 - 1. Serve as an advisor to the Residence Hall Association building representatives.
 - 2. Support and participate in the planning and implementation of leadership and training programs provided by the Residence Hall Association.
 - 3. Attend the activities of the Residence Hall Association and building representatives.
- B. Programming
 - 1. Establish and maintain an environment to enhance student learning, faculty interaction and living-learning objectives.
 - 2. Serve as a resource to staff and students with regard to needs assessment, planning and implementing programs.
 - 3. Assist staff and students with proper written evaluation of programs.
 - 4. Provide feedback to staff and students regarding programming efforts.
 - 5. Plan and present developmental programs for staff and/or students.
- C. Counseling
 - 1. Become familiar with your residents – their individual and group needs, concerns, etc. – through regular contact and outreach programs.
 - 2. Be available to assist individuals and groups of students with personal problems and concerns.
 - 3. Act as a referral agent when appropriate with regard to student problems.
 - 4. Serve as a consultant for Resident Assistants.
- D. Judicial
 - 1. Maintain a thorough working knowledge of the discipline system as described in the Hall Director manual.
 - 2. Investigate all reports of violations, damages, thefts, etc. Follow up with students and staff to determine accuracy.

3. Determine appropriate action to take regarding each violation, ensuring student's due process to reinforce consequences of behavior. Conduct private hearing and/or referrals when appropriate and follow-up in writing.
 4. Provide judicial reports to Associate Director or Office of Student Conduct as directed.
- E. Attend all major Residence Life and University functions.

III. Administrative and Operational Functions

- A. Supervisory Relationship
 1. Communicate with supervisor on a regular basis with regard to hall and staff issues.
 2. Communicate with Director/Associate Director of Residence Life immediately with regard to critical or emergency situations.
 3. Attend group or individual staff meetings as directed by supervisor.
- B. Operational Responsibilities
 1. Maintain accurate floor charts/rosters, and mailbox markings.
 2. Maintain accurate records of hall activities, room inventories, incident documentation, maintenance requests, and other records consistent with policies.
 3. Arrange room changes among residents and submit occupancy reports.
 4. Supervise the check-in and check-out process in the hall.
 5. Complete semi-annual, annual, and other reports requested by supervisor.
- C. Facilities Responsibilities
 1. Report damages and maintenance needs of rooms and public areas to Facilities Management personnel and/or Assistant Director for Facility Operations. Provide proper follow-up.
 2. Work with Lead Custodian and/or Assistant Director for Facility Operations in processing vandalism concerns.
 3. Process lock re-cores and distribute new keys to residents.
 4. Make regular hall inspections in order to evaluate the environment and spot potential problems.
 5. Maintain regular communication and a cooperative relationship with Custodial and Facilities Management personnel.
- D. Additional Administrative Responsibilities
 1. Establish an on-call duty schedule which assures adequate coverage of the hall every night from 5 p.m. to 7 a.m., and fulfill "on-duty" requirements for the Hall Director position. Ensure 50% coverage for student staff.
 2. Provide information and feedback to Central Office staff regarding policies or procedures related to work.
- E. General Responsibilities
 1. Be available to students and staff on a daily basis during regular office hours submitted to supervisor at the beginning of each semester.
 2. Assume duty for the campus housing system on an equal rotation with fellow hall directors.
 3. Participate in departmental programs and policy decision-making.
 4. Assume other duties as directed.