Georgia State University

Job Specification

Job Title: Residence Hall Director

BCAT Code: 09JX33  Effective Date: January 1, 2009
Pay Grade: G11  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Serves as the professional, live-in manager for University Housing and supervises the daily operations of the facility.

Examples of Duties
- Develops and administers a comprehensive student community development program.
- Hires, trains, and supervises full-time staff and student employees within University Housing.
- Coordinates programming efforts to address specific learning needs of the community.
- Assists in the development and implementation of academic initiatives and/or first year experience programming in residence halls.
- Develops, implements, and supports training efforts for student staff within the community and department.
- Works a daily on-call rotation or 24 hour on-call in assigned area.
- Participates in the recruitment, selection, and training of professional, graduate, and undergraduate staff within the department.
- Serves as primary or co-advisor to the hall government.
- Discusses the maintenance, custodial and security issues with the appropriate staff.
- Fosters a supportive and challenging multi-cultural environment.
- Prepares timely, thorough and accurate reports as required.
- Serves on committees, task forces, and other professional development activities.
- Participates in all community opening, closing, and transition-related activities.
- Provides programmatic and administrative oversight for the activities.
- Serves as a hearing officer for students involved in housing policy violations.
- Oversees the services for summer school residents, conference guests, and/or summer programs.
- Selects and supervises summer staff.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of budget management issues.
- Strong interpersonal and communication skills.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to supervise and train employees including organizing, prioritizing and scheduling work assignments.
- Ability to analyze and resolve conflict situations.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of housing experience; or a combination of education and related experience. Master’s degree is preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.