

Residence Hall Director, Residential Life
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=245979>

Downloaded On: Sep. 27, 2024 7:27pm

Posted Sep. 27, 2024, set to expire Aug. 4, 2025

Job Title	Residence Hall Director, Residential Life
Department	Res Life Admin
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 27, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Residential Life
Job Website	https://www.ubjobs.buffalo.edu/postings/53111
Apply By Email	
Job Description	

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- Provide orientation, training, supervision and regular evaluation of approximately 16-24 Resident Advisors. Some hall assignments will also include supervision of other student staff (i.e., College Work Study, Student Assistants).
- Participate in selection of Paraprofessional Staff and Student Assistants
- Conduct bi-weekly meetings with individual Paraprofessional Staff to develop and review goals/outcomes achieved, discuss issues, recognize contributions, provide and solicit feedback.
- Assess skills and development of Paraprofessional Staff while providing experiences, opportunities, and training, which challenge and support their development.
- Attend all departmental and divisional training sessions and workshops, as required. This may include planning and facilitating training sessions for the hall and departmental Paraprofessional

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Staff as a whole.

- Serve as a facilitator/instructor for the Paraprofessional Staff Leadership Class (if needed).

Graduate Professional Staff

- Provide orientation, training, supervision and regular evaluation of one Graduate Assistant (AHD).
- Participate in the Assistant Hall Director selection process.
- Conduct weekly individual meetings with Graduate Assistant (AHD) to develop and review goals/outcomes achieved, discuss issues, in-hall programming recognize contributions, provide and solicit feedback.
- Assist with creation of Graduate Assistant (AHD) professional development plan.
- Assess skills and development of Assistant Hall Director while providing experiences, opportunities, and training that challenge and support their development.
- Create Graduate Assistant (AHD) performance program, conduit mid-year evaluation and end-of-the -year evaluation.

Staff Supervision of an Office Manager/Clerical Staff Member (Greiner Hall, Governors' Complex)

- Provide orientation, supervision, assist in training and evaluation of one Office Manager
- Participate in the Office Manager selection process.

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- Attend various departmental meetings on a weekly/biweekly basis including, but not limited to:
- Residential Life meeting/Development session (1 hour weekly)
- In Hall Staff meeting (2 hours weekly)
- Area Professional Staff meeting (2 hours weekly)
- Meeting with Assistant Director (1 hour weekly)
- Meeting with Assistant Hall Director (1 hour weekly)
- Committee meeting (1-2 hours weekly plus homework)
- Meetings with paraprofessional staff (6-10 hours weekly) - generally 3x/month, AHD meets 1x/month
- Prepare end of semester and end of year reports in December and May.
- Maintain approximately 15 office hours per week. There is an expectation of general availability during most business hours. Evening commitments such as staff meetings, hall council and program attendance is also expected.

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- Use computer programs, including but not limited to, Residential Management Systems (RMS), Microsoft Office Suite, eRezLife, Maxient, OnGuard, EMS, and Campus Labs.

Departmental Involvement

- Participate in at least one Residential Life committee.
- Attend and participate in all Professional Staff training and Paraprofessional Staff training.
- Participate in and carry out responsibilities as required by the professional staff selection process.
- Collaborate with other departmental and university offices such as University Police, Counseling, Student Life, Residential Operations, Residential Facilities or Wellness Education Services.
- Represent the department at various functions such as Nancy Welch Awards, Paraprofessional Extended Training, RHA Association Awards and other events as needed.

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- Coordinate staff programming efforts in conjunction with the residential curriculum and community development .
- Encourage staff and students in planning and developing programs to meet the diverse needs of the residence hall population.
- Supervise the in-hall departmental programming model including program approval, reviewing program proposals, providing program feedback and tracking program requirements.
- Regularly attend Paraprofessional Staff programs.
- Make programming purchases (shopping with Paraprofessionals Staff members and signing off on food purchases).
- Manage the programming budget including maintaining a spreadsheet/database, turning in receipts.
- Utilize eRezLife Software and UB Linked for program tracking and program advertising.

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- Assist in the development, execution and assessment of educational strategies, as a component of the residential curriculum.
- Conduct outreach to designated students for academic interventions.
- Facilitate paraprofessional staff one-on-one meetings with their residents 1-2 times a semesters.
- Work with faculty and/or staff to develop community-specific programs/initiatives in Living Learning Communities.
- Maintain regular communication with learning community campus partners to ensure

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programmatic needs are met.

- Complete area-wide learning outcome driven programs.
- Facilitate programs and training sessions around social justice and inclusive concepts.

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- Carry a cell phone provided by the department.
- Participate in the rotating "on-duty" system for the residential area, responding to emergencies on evenings and weekends.
- Maintain a 10-minute radius of the duty area while on-duty.
- Provide on-duty coverage, on a rotating basis, during times when the university is closed/classes are not in session, etc. (i.e. Fall Break, Holidays, Winter Break, Spring Break and Summer Recess).
- Use departmental protocol to respond to crisis or emergency situations, which includes providing guidance to Paraprofessional Staff and students.
- Provide appropriate post-crisis referrals and follow-up with students and staff.
- Professional Staff On-Duty Commitments
- The RHD will participate in a rotating "on-duty" system for the residential area, which includes responding to emergencies on evenings and weekends. These professional obligations and in addition to the outlined full-time hours per week.
- The RHD will carry a cell phone provided by the department.
- Maintain a 10-minute radius of the duty area when on duty.
- Serve as a resource and referral agent for students and staff with a focus on student success.
- Advise and counsel students in crisis within the residence hall.
- Diffuse roommate conflicts.

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- Serve as the hall's primary judicial officer to help create a positive community environment in which students learn from their actions and assume responsibility for their actions.
- Meet with students in violation of Campus Living rules, adjudicate cases, and sanction students.
- Maintain judicial records through effective use of student conduct software (currently Maxient) and accurate student files.
- Document incidents, write judicial reports, correspond effectively with students through appointment and sanction letters.
- Assist other halls and offices, including University Police and Judicial Affairs, to investigate and resolve student conduct issues

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- Conduct a weekly building walk-through and report on-going facility and safety/security needs.
- Maintain a relationship with cleaning staff and maintenance staff including administrative support staff.
- Work directly with the Residential Facilities staff to resolve maintenance issues, vandalism and routine maintenance improvements.
- Work with custodial and maintenance staff to inspect rooms and determine final billing at the end of the academic year.
- Conduct inspections of apartments for damages, bill students' accounts as necessary.
- Train staff on "Show Ready" concept of operations.
- Building Services (Greiner Hall RHD, Governors Complex Coordinator)
- Supervise and develop usage and scheduling procedures for first floor student services areas which include: front desk, multipurpose rooms which serve as classrooms, study and programming spaces and study areas.
- Partner with café vendor on programmatic initiatives.
- Assist in supervision of outsourced landscaping and snow removal services.
- Lead Area Team comprised of a Janitor and lead Maintenance Mechanic to address facilities issues.

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- Process student room changes (meeting with students, working with staff in other residence halls). Manage operations of building including room changes using the occupancy management software and databases (currently RMS).
- Assist in the opening and closing of the apartments. Oversee securing the building for university vacation periods.
- Prepare occupancy reports on an as needed basis.
- Assist the Housing Operations office to disseminate information to students and staff about room selection and on-campus housing options.

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Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

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