

## Hall Director Position Description

The Hall Director (HD) is a full-time (12-month), live-in professional staff member responsible for leading a dynamic residence life program within a hall community of approximately 150–450 students. This role centers on building genuine relationships with students, fostering caring communities, and creating a vibrant residential experience where every student feels connected and supported. The HD position requires positivity, enthusiasm, a strong work ethic, a desire to be part of the campus community, and initiative, while working collaboratively with others in the department and the Division of Student Affairs. Evening and weekend hours are required. This position reports to the Area Coordinators (ACs). TCU requires applicants to live on campus in a designated residence hall. Human Resources must complete a background check on the selected candidate. You must have or obtain a Texas Driver's License. TCU offers a competitive salary and benefits package, which includes a fully furnished two-bedroom apartment, parking space, and academic year meal plan. The salary for this position is \$49,000.

The primary responsibilities are:

### **Residence Hall Community Development/Knowing, Connecting, Empowering (KCE):**

- Develop relationships with residents to aid in the holistic development of the individual student
- Implement tenets of our Knowing, Connecting, Empowering model, which is focused on intentionally building relationships and cultivating a strong sense of community within the residence halls
- Assist and supervise hall staff in community development/KCE initiatives
- Oversee the development of community experiences that foster awareness of personal endeavors, academic pursuits, community wellness, civic engagement, and connection culture
- Utilize motivational interviewing techniques to adjudicate violations of University policy and the Code of Student Conduct in order to guide students through the educational discipline process
- Assess the effectiveness of hall community experiences, department initiatives, and committees through the survey software Qualtrics
- Advise a student leader through the Impact Advocate program to promote and implement connection
- Promote an atmosphere that emphasizes TCU's mission and values
- Attend and actively participate in community experiences hosted within the residence hall to foster visibility and approachability among residents
- Maintain a consistent presence across campus by engaging in campus-wide events, student programs, and university traditions to build rapport and trust with students
- Collaborate with campus partners such as Fraternity & Sorority Life, Dean of Students, and other Student Affairs departments to support student development through shared initiatives, including on-call responsibilities, student staff selection, and training
- Integrate personal passions and interests into community development efforts by partnering with university departments to create meaningful and impactful experiences for residents.
- Serve as a connector between residents and campus resources, helping students navigate academic, wellness, and social support systems

### **Residence Hall Staff:**

- Supervise and evaluate 5-14 Resident Assistants, one undergraduate Lead Resident Assistant, and one Community Manager
- Foster a strong sense of community among staff by planning and facilitating regular meetings that emphasize connection, feedback, and ongoing personal and professional growth
- Attend staff meetings with other HDs and the Housing and Residence Life Leadership Team
- Participate in and lead staff training for all residence hall personnel, including RAs, Lead RAs, Community Assistants, Community Managers, Impact Advocates, and Graduate Assistants

**Residence Hall Administration:**

- Maintain daily office hours that encourage open dialogue and relationship-building with residents and staff
- Oversee the administrative functions of the hall office operation, such as managing Community Assistants, timesheets, supplies, and keys, with a focus on using each interaction as an opportunity to build relationships and better understand resident needs
- Maintain occupancy reports and resident records utilizing StarRez student housing software
- Utilize the work order system AiM to ensure that maintenance problems are reported and corrected as soon as possible
- Promote and uphold a secure environment within the residence hall
- Enforce University and departmental policies and regulations
- Maintain hall budget by preparing and carefully recording all expenditures

**Departmental Responsibilities:**

- Assist with student staff selection and training
- Collaborate with colleagues on department-wide programming and move-in/move-out efforts that intentionally foster cross-hall relationships and connections among student communities
- Lead and serve on HD Committees (Student Staff/Professional Staff Training, Student Staff Personnel, Community Enrichment, Assessment, Summer Event Housing, Professional Staff Recruitment, and Good Neighbor Initiative)
- Participate in year-round on-call rotation

**Divisional Responsibilities:**

- Support larger University initiatives (Frogs First, Monday@TCU, Experience TCU, Orientation, University programming, etc.)
- Serve as liaison formally and informally with other departments in Student Affairs
- Actively participate in professional development events provided by the Division of Student Affairs and Housing and Residence Life
- Cultivate ongoing relationships across departments to enhance student support and community cohesion