



JOB DESCRIPTION:	Hall Director		
DEPARTMENT:	Student Affairs		
REPORT TO:	Housing Director		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#414130	DATE APPROVED:	N/A
		DATE MODIFIED:	

SUMMARY: Acts as the primary point of contact for students and other constituencies on all matters pertaining WNMU Housing operations.

DUTIES:

1. Serves as a liaison between Housing Operations and the Facilities Department.
2. Coordinates summer projects, including but not limited to, ordering of new furniture, appliances, painting, summer cleaning, etc. Coordinates summer conferences.
3. Coordinates check-in, check-outs, building audits, and walk-throughs.
4. Develops and coordinates all processes and committees related to the assignment of student housing, including the traditional school year housing and summer housing.
5. Acts as the Director of Housing's during his/her absence when necessary, ensuring uninterrupted communications with leadership in another department.
6. Promotes, supervises, and advises on student development themed programming, community building, hall council and leadership development. Focuses on relationship building and student interaction daily with hall residents.
7. Serves as a visible and accessible resource in the residence hall community for student interaction. Promotes an environment in the residence halls that supports the mission of the university and the mission of Housing Services. Assists hall staff in promoting an environment that is safe, well-maintained, and conducive to studying.
8. Facilitates leadership courses for student staff hiring, as well as other opportunities for teaching and facilitation.
9. Manages and mediates roommate conflicts.
10. Manages budgets related to programming and housing operations.
11. Performs other functions and assumes responsibilities related to hall management as assigned.
12. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
13. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's Degree in related field or equivalent combination of training and experience required. Experience in Higher Learning environment required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Skill in budget preparation and fiscal management to include multi-year budgeting. Knowledge of financial/business analysis techniques. Ability to lead and supervise students and staff. Ability to interpret, adapt, and apply guidelines and procedures as they

pertain to the department and the University. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.

1. **Other requirements:**

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)