

RESIDENCE HALL DIRECTOR Old Dominion University

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Posted Jun. 11, 2024, set to expire Oct. 31, 2024

Job Title	RESIDENCE HALL DIRECTOR
Department	STUDENT HOUSING
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Jun. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Residential Life
Job Website	https://jobs.odu.edu/postings/21024

Apply By Email

Job Description

Job Summary

The Residence Hall Director (RHD) is responsible for the overall management of a residential complex ranging from 400 to 700 residential students. Working with a diverse student population, the Residence Hall Director promotes student success through engagement and academic support. The RHD coordinates the administrative functions of a residence hall community, which include: facility management, maintenance, record keeping, and student conduct. The Residence Hall Director participates in a duty rotation with other housing personnel to ensure 24 hour coverage of University Housing, including holidays and school closures that are planned & unplanned. The position is designated “essential personnel” for emergency closings.

Minimum Qualifications

Master’s Degree in Higher Education Administration, Student Personnel, Counseling or related field. Or, a Bachelor’s degree with work experience equivalent to a Master’s degree in Higher

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Education Administration, Student Personnel, Counseling or related field is required.

- Working knowledge of student learning theory and development outcomes.
- Strong administrative and computer skills, including email, word processing, spreadsheet, and presentations.
- Strong interpersonal skills.
- Excellent written and oral communication skills.
- Demonstrated ability to work collaboratively in a diverse institutional setting and a commitment to fostering diversity and inclusiveness among others.
- Demonstrated ability to build teams and work collaboratively.
- Some experience working within residence life and/or student leadership role.
- Some experience working within student life.

Preferred Qualifications

- Some experience supervising student staff members
- Some experience working with living-learning communities, themed housing programs, and/or special interest housing
- Some experience with responding to and providing support to students in crisis
- Working full-time post-graduate experience within a residential housing program
- Working knowledge of residential curricula and/or housing based academic initiatives
- Strong customer service skills

Conditions of Employment

The position is designated “essential personnel” for emergency closings.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact