

Residence Hall Director  
Kean University

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Posted May 14, 2025, set to expire Mar. 27, 2026

<b>Job Title</b>	Residence Hall Director
<b>Department</b>	Office of Residence Life
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	May 14, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Residential Life Facilities Operations
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Residence-Hall-Director_R3438">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Residence-Hall-Director_R3438</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Office of Residence Life**

Residence Hall Director

(Multiple Positions)

The Residence Hall Director (Professional Services Specialist 4) is a 12-month, live-in professional staff employee in the Office of Residence Life. Supervised by the Managing Assistant Director and Director of Residence Life and/or their designee, the Residence Hall Director is responsible for the total operation of a residence hall or area housing approximately 250 – 1,000 residents. Primary duties include selection, supervision, training, and evaluation of student staff including Resident Assistants

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(RA), Desk Assistants (DA), and Community Assistants (CA).

Residence Hall Directors provide developmental opportunities for residents through programming, judicial intervention, and advisement. Additional responsibilities include administrative tasks, crisis intervention, conflict resolution, supervision, enforcing University policy, discipline, participation in an on-call system, and serving on committees integral to the overall operation of the Residence Life program. The Residence Hall Director works to create an environment conducive to academic excellence and fosters personal development and a sense of community within the living environment.

Due to the required duties and functions of this position and the need for accessibility in the residence halls, this position requires a flexible schedule including evening, weekend and holiday hours and on-campus residency which will be provided by the Office of Residence Life. Travel may also be required off campus.

This employee is considered essential personnel and is critical to the functioning of the University and continuation of key operations and services. *This is not a remote position and requires physical presence on campus.*

**Qualifications:** Graduation from an accredited college with a Bachelor's degree and one year of professional experience in housing and residence life or a related student affairs position is required. A Master's degree in a related field may be substituted for the one year of required experience.

Experience with residence hall student development, facilities operations and residence life programs in higher education is preferred. Candidate must have strong organizational, communication, interpersonal, and supervisory skills; proven leadership skills; and be computer literate.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

### Contact Information

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

### Contact

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