

Residence Hall Director
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=226933>

Downloaded On: May. 9, 2024 4:08am

Posted Dec. 6, 2023, set to expire May 11, 2024

Job Title	Residence Hall Director
Department	Office of Residence Life
Institution	Kean University Union, New Jersey
Date Posted	Dec. 6, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Residential Life
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Residence-Hall-Director--Office-of-Residence-Life_R2339-1
Apply By Email	
Job Description	

External Applicant Instructions

- Please upload your resume/CV for automatic population of information to your Kean application.
- Your contact information, work experience and education will be automatically filled in. Please review all fields - you will need to verify that the data is accurate.
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In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.

Office of Residence Life

Residence Hall Director

The Residence Hall Director (Professional Services Specialist 4) is a 12 month, live-in professional employee in the Office of Residence Life. Supervised by the Managing Assistant Director 2 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 (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, participating 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.

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. 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.

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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.

Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.

Additional Information

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).

Diversity & Non-Discrimination Statement

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Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

EEO/AA Statement

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

Contact Information

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

Contact

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