Title of Position: RESIDENCE HALL DIRECTOR AT LINCOLN COLLEGE

Appointment: 10 Month Full Time Salaried (summer residence and additional pay optional)

**Description:**

Lincoln College and Eastern Illinois University are collaborating to provide a unique student affairs experience. Lincoln College is seeking RHD’s to work in a small private liberal arts college –while pursuing a Master’s degree at EIU in CSA. This would be a three-year program of study**. The RHD positions are full time live in position, with a competitive salary, benefits, meal plan, and tuition** **reimbursement**. Lincoln College will assist with transportation to EIU for classes.

**Function of Position:**

The Residence Hall Director (RHD) is responsible for the shared management, administration, services and activities in a residential building with oversight from the Coordinator of Housing and the Dean of Students. The RHD will provide leadership in staff selection and training, programming, student development, advising and counseling in a residence hall of between 80-160 students. The RHD will be considered a member of a professional Resident Life staff, and would be expected to use an approach that balances sound developmental concepts with a managerial philosophy in carrying out assigned duties. In addition to living in an apartment in the Residence Hall, the position would have the expectation of regularly eating in the Dining Hall to promote the sense of community**. A variety of collateral experiences is also available; from orientation and FYE, student activities clubs and organizations, to financial aid and admissions.**

**General Description of Duties and Responsibilities:**

1. The RHD shares supervision of Adult and student RA’s, and the administrative responsibilities of a residential building along with the Coordinator of Housing. Develops work schedule, completes necessary paperwork, and works with Building Service Workers, Dining Staff and Physical Plant personnel to ensure safety and security within the designated area.
2. Works to ensure that all residents feel included and welcome by overseeing community, academic, and personal programs in collaboration with other residential life staff and/or university departments. Facilitates an awareness and sensitivity in celebration of cultural diversity
3. Is knowledgeable of departmental and university policies and ensures that students and staff with whom he/she interacts are aware of such policies within all residential communities and the dinning center.
4. Monitors and documents behavioral concerns. Adjudicates instances of violations in the student conduct code in conjunction with the Dean of Students.
5. Provides crisis intervention as situations arise. Utilizes on-campus resources to make appropriate referrals to students who need and/or require assistance.
6. Serves as the primary duty and/or emergency contact person, and participates in on-call responsibilities for building.
7. Maintains a high level of contact with residents and staff by walking the area on a regular basis.
8. Attends regularly scheduled departmental staff meetings, individual consultations with supervisor/supervisees and facilitates area meetings.
9. Performs other duties as assigned by Administrative personnel.