

RESIDENCE HALL DIRECTOR

POSITION DESCRIPTION:

The Residence Hall Director (RHD) is responsible for ensuring student learning, faith development, cultural humility, and self-advocacy are outcomes of the on-campus residential experience. The RHD must have a demonstrated Christian faith and show a commitment to collaboration with faculty, an appreciation of human diversity, and an enthusiasm for investing in college students. The RHD reports to one of three Assistant Directors for Resident Learning in the office of Campus Living & Learning.

RESPONSIBILITIES AND DUTIES INCLUDE:

1. Staff Development

- Recruit, train, supervise, and evaluate 5-17 undergraduate students (Community Leaders and Community Leader Mentors). In some residence halls, the RHD may supervise one full-time Assistant Residence Hall Director (ARHD) or up to two Graduate Apprentice Residence Hall Directors (GARHD).
- In conjunction with the office of Spiritual Life, co-supervise a Truett Seminary graduate student serving as a part-time Resident Chaplain (RC) in the residence hall.
- Support and assist in hiring processes for graduate students and full-time staff.

2. Community Development

- Establish an authentic Christian community that supports academic excellence, spiritual growth, cultural humility, self-advocacy, and an appreciation for developing authentic relationships.
- Recruit and advise an in-hall student leadership organization, including but not limited to: leadership development, program planning, and budget oversight.
- Coordinate and provide support for the Living Learning Programs and faculty involvement (i.e. Faculty-in-Residence Faculty Partner, and Faculty Steward).
- Engage residents in the greater Baylor University community through utilization of campus facilities, participation in campus events, and promotion of campus activities.

3. Student Development

- Develop meaningful relationships with students and maintain a high degree of visibility and availability in the residence hall.
- Respond to student behavioral concerns and incidents in the halls.
- Implement departmental learning outcomes encompassing concepts such as life together, cultural humility, faith development, intellectual development, and self-advocacy, through intentional conversations and programming within the residence hall.

4. Administrative Responsibilities

- Act as liaison with academic partners and Living-Learning Programs.
- Participate in an on-call rotation throughout the calendar year to respond to incidents and emergencies, as they occur, for a residential population of approximately 5,400 undergraduate students.
- Manage a residence hall front desk, including the supervision of student and/or professional staff.
- Manage office supply, minor equipment, and community development budgets for the residence hall.
- Participate in admissions events and programs.

- Learn and use technology platforms, including but not limited to Microsoft Office Suite, Persona, CSGold, CBORD, StarRez, conduct software, and other departmental website applications.

5. Facilities Management

- Conduct openings, closings, and mid-semester inspections.
- Collaborate with campus partners such as Facility Services, Dining Services, Housekeeping, the Assistant Director of Facilities and Operations, to sustain and improve residence hall environments.

6. Professional Development

- Serve on Campus Living & Learning and Student Life committees as well as special projects and opportunities to teach a 3-credit hour leadership class.
- Use professional development funds provided by Campus Living & Learning to engage in opportunities such as reading or writing for professional publications, active membership in a regional or national organization, and attending or presenting at conferences.
- Attend Student Life and University professional development opportunities.
- Participate in annual departmental professional staff trainings.

REQUIRED QUALIFICATIONS:

Master's degree required, as well as a demonstrated Christian faith.

PREFERRED QUALIFICATIONS:

Master's degree preferred in College Student Personnel, Higher Education/Student Affairs or related field with full-time or graduate residence life experience. Preference given to candidates with experience being on-call for crisis and emergency response, advising residence hall organizations, and living on campus in a graduate or professional position. An enthusiasm for integrating faith and learning is also preferred.

COMPENSATION:

Starting annual salary is \$47,476, plus \$1,500 annual professional development funds and excellent university benefits that start on the first date of employment. Tuition remission for some academic programs are available for self and family after completing one year of continuous full-time service. A furnished apartment including cable, Internet, and access to a washer and dryer is provided. Additionally, compensation includes an 11 meals per week plan, free use of the campus recreation facility, laptop, smart phone with unlimited data, free parking, including reserved parking spots for employee and spouse, as well as free admission to athletic events with the exception of football. Pet dog agreement available for those interested. Requests for emotional support animals are vetted by Baylor Human Resources.

About Baylor

Baylor University is a private Christian university and a nationally ranked research institution, consistently listed with highest honors among [The Chronical of Higher Education's "Great Colleges to Work For."](#) Chartered in 1845 by the Republic of Texas through the efforts of Baptist pioneers, Baylor is the oldest continuously operating university in Texas. The university provides a vibrant campus community for over 17,000 students from all 50 states and more than 90 countries by blending interdisciplinary research with an international reputation for educational excellence and a faculty commitment to teaching and scholarship. Baylor is actively recruiting staff who support our mission as we pursue our bold vision, [Illuminate](#).

Baylor University is a private not-for-profit university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Opportunity employer, Baylor is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, marital status, pregnancy status, military service, genetic information, and disability. As a religious educational institution, Baylor is lawfully permitted to consider an applicant's religion among its selection criteria. Baylor encourages women, minorities, veterans and individuals with disabilities to apply.