

[LINKS](#)

Search this site



Division of Student Affairs

University Housing

[Halls](#)[Live Here](#)[Programs](#)[Services](#)[Jobs](#)[About Us](#)[Handbook](#)

Jobs

[Hall Director](#) >[Creative Community
Program Assistant](#)[Graduate Assistant](#)[Conference
Ambassador](#)[Resident Assistant](#)

Hall Director

[U of A](#) / [Housing](#) / [Jobs](#) / Hall Director

Why be a hall director?

Summary

The hall director is an integral component to the success of the residence education area of University Housing. The hall director is responsible for hall directorating a community where academics, diversity and community involvement are honored.

The hall director facilitates an environment within the residence hall that contributes to the development of students and staff academically, socially, physically and culturally.

Additionally, the hall director provides leadership for the day-to-day management of the hall or complex to hall directorate a safe, clean and comfortable environment for students and staff.

Tailor Your Experience

The hall director position is one of transition and growth. Many team members utilize their professional development resources to focus on a specific area or career path. Some of the focus areas that come up naturally for a hall director are:


- Student Conduct
- Supervision
- Student development
- Customer service
- Programming
- Event planning

University Housing values the input that comes from a team with diverse areas of expertise committed to life-long learning. Each hall director works with their supervisor to craft a development plan that focuses on professional goals and growth.

Reading and Research Days

hall directors have a unique opportunity for individualized growth and development through “Reading and Research Days”. hall directors have eight hours each month to devote to readings, visits, shadowing, and research on the topic of their choice. This time can be taken in addition to other professional development opportunities.

Explore the University of Arkansas

Learn what makes our campus so special. [Discover who we are, our visitor's guide, quick facts, history and more](#) .

Job Details

Minimum Qualifications

The formal education equivalent of a bachelor's degree with a major in sociology, public administration, or a related field; one year in a higher education environment.

Preferred Qualifications

- Master's degree in college student personnel, higher education administration, counseling or a directly related field of study
- Graduate or full-time experience with community living and leadership development
- Three years of experience in program administration or related area.

Knowledge, Skills and Abilities

Knowledge of how to plan and organize events for students. Strong oral and written communication skills and strong organizational and administrative skills.

Job Duties

- Incorporates residence education purpose statement into daily work as a hall director
- Utilizes educational philosophy in intentional conversations and programming with residents
- Communicates students' rights and responsibilities and assists students in developing skills to address

interpersonal conflicts

- Serves as a student conduct hearing officer
- Coordinates student engagement programming including assigned campus-wide events
- Recruits, trains and develops student leaders through the promotion and advising of hall government, Residents' Interhall Congress, and/or National Residence Hall Honorary.
- Serves in the hall director on-call duty rotation working directly with the crisis protocol and response system for the resident assistant and hall director level
- Assists in the coordination of assigned Living Learning Communities
- Works collaboratively with faculty and academic partners
- Supervises a staff of resident assistants
- Supervises after hours and weekend front desk operations
- Provides leadership to staff by communicating, interpreting and administering residence hall and University policies and procedures
- Maintains visibility through office hours, regular floor visits and attendance at programs
- Participates in departmental workgroups and committees
- Manages assigned program and development and signature program budgets
- Collaborates with University Housing's Residential Facilities unit for building maintenance and capital improvement requests

- Performs administrative duties including
- Maintaining records
- Overseeing check-ins, check-outs and moves
- Working with maintenance and housekeeping
- Processing work orders
- Maintaining hall-specific forms
- Provides leadership, mentoring and role modeling for student staff and hall residents
- Maintains an awareness of student and staff concerns through formal contacts (i.e., office hours, appointments) and informal interactions
- Maintains positive working relationships with University partners
- Presents workshops and seminars to staff and students

Compensation and Benefits

The salary for the hall director (HEI Program Coordinator) position is \$40,000.

hall directors are provided a partially furnished apartment which includes a bedroom set (queen-size bed, mattress/box springs, night stand and dresser), dining table and chairs, washer/dryer and kitchen appliances.

In addition to the benefits provided by the University, hall directors also receive a meal plan for their use and a reserved parking space near their hall (the department covers a significant part of the cost for the space).

hall directors are permitted to have one cat or one dog (breed restrictions may apply).

This position requires the use of a cell phone in accordance with the cellular communications policy, Fayetteville Policies and Procedures 306.1.

Background Checks

To foster the safety and security of residents of University Housing, authorization for any adult to reside in an on-campus apartment with the successful candidate for this position is contingent on that adult's satisfactory completion of the same background check requirements prior to move-in: criminal background and sex offender registry checks and substance abuse shall directorening.

Any adverse findings will be used solely for the purpose of determining whether the accompanying adult shall be permitted to reside in University Housing.

Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

University
Housing

960 W. Douglas St.

Conference
Services

Bring your camp or
conference to the


Meal Plans

University Housing
works with
Chartwells to offer

Social Media



Fayetteville, AR
72701

 [479-575-HOUS
\(4687\)](tel:479-575-HOUS(4687))

 [479-575-8450](tel:479-575-8450)

 housing@uark.edu

University of
Arkansas. We offer
inclusive dining and
residential services
right on campus.

Reserve your space
today

[Reserve Your
Space](#)

delicious and
convenient dining
options for students.
On- and off-campus
options are available.

[Purchase Your
Plan](#)



UNIVERSITY OF ARKANSAS

[ADMISSIONS](#) [ACADEMICS](#) [CAMPUS LIFE](#) [RESEARCH](#) [ATHLETICS](#) [ABOUT](#)





NEWS

Online Degree Powers Opportunities for Electrical Engineer

Randal Dickinson Applies Diverse Teaching Experience to Digital Fabrication

U of A Launches Provost Search

 [APPLY Online](#)

 [Schedule a Visit](#)

 [Make a Gift](#)

UPCOMING EVENTS

Drone Pilot Training (5-wk course)

I-49 Workforce Summit 2024

Study Abroad 101 Information Session

Last day of eight week one classes



1 University of Arkansas
Fayetteville, AR 72701

[View Campus Maps](#)

479-575-2000

Copyright of University of Arkansas