



# Campus View Corporation

*at the University of Wisconsin-Richland*

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## **Job Description**

## **Residence Hall Director**

**The Residence Hall Director is a 12 month live-in position.**

The main focus for the Residence Hall Director is the well-being, safety, and positive development of the residents of Campus View Corporation. Campus View Corporation strives for a community that supports academic achievement and success, personal growth and development, a respectful and inclusive environment which promotes diversity, and fosters leadership development for students. The Residence Hall Director is expected to have frequent interpersonal contact with student residents and serve as an on-site leader and mentor, creating a nurturing environment while enforcing resident hall policies and state laws.

We provide a professional and supportive environment for our Residence Hall Director, which includes coaching, mentoring and training.

**Supervision:** Reports directly to the Executive Director.

### **Benefits:**

- Paid Vacations
- Paid Holidays
- Paid Personal Time
- Membership at Symons Recreation Complex
- Partially furnished one bedroom apartment

### **DUTIES AND RESPONSIBILITIES:**

#### **Personnel:**

- Maintain established office hours
- Hire, train, supervise (5) (Resident Advisors)
- Responsible for discipline up to and including termination
- Conduct a bi-weekly staff meeting and meet twice a month with Executive Director
- Conduct individual bi-weekly meetings with RA's
- Create and maintain the duty schedule
- Attend professional development opportunities
- Be an active, ethical, and proactive team member

**Residents:**

- Advise students and staff with personal, academic, lifestyle, career, etc. concerns; referring to a professional counselor when appropriate
- Promote an environment that supports academic success
- Assist and refer students having personal, academic, lifestyle and career concerns when needed
- Coordinate check-in and check-out processes at beginning and end of terms
- Mediate roommate conflicts if RA's needs assistance
- Administer judicial process to any CVC Policy violations and input data into Maxient
- Coordinate and support programming for residents
- Act as a mentor and give students support
- Lead RA training program and RA hiring processes each academic year

**Detail Work:**

- Responsible for the preparation, dissemination and collection of housing contracts in conjunction with the business office
- Work with the Executive Director and Office Manager on room assignments
- In summer months assist with placement and facility upkeep
- Maintain and update residence life manuals
- Assist in policy formulation and review for CVC residence halls

**Communication:**

- Report any safety issues to appropriate staff
- Meet with potential students and parents
- Communicate with parents regarding student concerns
- Develop professional networking with other campus housing facilities
- Establish an ongoing communication process with UW-Richland Student Services
- Prepare weekly residence hall newsletters
- Inform residents as to check-out procedures, housing contract extensions, etc.
- Serve as a spokesperson for Campus View at Campus functions such as Campus Preview and Advising and Registrations
- Provide advice/guidance and support to RA's
- Attend and report at CVC Board meetings

**Marketing:**

- Work with UW Richland Student Services on attracting potential residents
- Plan strategies for retention of students and marketing the facility
- Give or organize tours along with other staff, RAs, and Student Ambassadors
- Be the lead contact for Residence hall tours

**Building and Grounds:**

- Inspect all rooms during breaks and mid-semester with another staff member
- Open and close halls accordingly during academic breaks
- Inventory supplies needed for student staff
- Develop check out procedures for CVC equipment
- Know emergency protocol and contact numbers including staff and all local services
- Communicate with business office regarding any building and grounds safety issues
- Communicate with business office regarding any resident problems with keying

**Campus View understands that it may be necessary to perform other duties as required and directed by the Executive Director.**

**POSITION REQUIREMENTS:**

1. Bachelor's Degree required
2. Minimum of 2 years' experience in residence life or relevant student governance, in a leadership or staff position
3. Ability to work autonomously
4. Ability to work well in team environments
5. Outstanding organizational and administrative skills
6. Excellent communication skills
7. A student focused approach