

**POSITION:** Hall Director  
**DIRECT REPORT:** Summer Residence Life Director  
**EMPLOYMENT STATUS:** Seasonal

**FUNCTION:**

The Hall Director is responsible for the overall management of a residence hall of up to 140 students. The main responsibilities of this position include the facilitation of student development through individual student interactions and building residence hall community. Residence hall directors supervise 6-8 resident assistants in multiple capacities.

**Employment Duration:**

Length of Employment: Thursday, June 8 – Monday, July 24, 2023

*\*Arrival to Carlisle, PA by 3:00 PM EST on June 8*

- Training: Thursday, June 8 – Friday, June 16, 2023
- Program: Saturday, June 17 – Saturday, July 22, 2023
- Wrap-Up: July 22 – July 23, 2023
- Departure: July 24, 2023

**Core Responsibilities:**

- Directly supervise a residence hall with as many as 144 residents, providing care, guidance and support to the residents on a daily and as-needed basis;
- Ensure the wellbeing of residential students while creating a positive and thriving residential community;
- Attend all senior staff training prior to RA training;
- Aid Residence Director (RD) in conducting Resident Advisor (RA) training and lead sessions;
- Attend all weekly Senior Staff meetings;
- Support and guide RAs and staff decisions;
- Conduct weekly staff meetings and touch base with all staff members daily;
- Keep records of each staff member's job performance for the purpose of completing employee evaluations;
- Assist RD in employee evaluations;
- Work with RAs to open and close a residence halls;
- Oversee distribution and collection of residence hall keys;
- Oversee roommate compatibility and arrange room changes with RD, if necessary;
- Assist with floor meetings, activities, and all-hall events, when needed;
- Aid RD in planning and implementing campus-wide activities/field trips;
- Oversee budget and residence life spending, maintaining accurate records of expenditures;

- Oversee RAs' implementation of check-in/-out procedures and report late arrivals and early departures to the RD;
- Develop schedules for RA on-duty, front desk, and mail distribution and assist RD with managing the positions and duties;
- Enforce CPYB Rules and Regulations;
- Review the Resident Assistant Staff Manual, Student Handbook and CPYB's Student Policies, General Program Rules and Staff Training schedule job responsibilities, and the Resident Assistant Handbook
- Manage the Hall Director email account, responding promptly and professionally;
- Correspond with parents to coordinate students' Special Sign-Outs;
- Maintain professionalism and a sense of calm when managing crises or speaking to parents and students;
- Assist in the resolution of student behavioral issues;
- Act as liaison between residence hall staff, students, and RD;
- Serve as HD-on-call for about one week during the program, assisting those with urgent, non-emergency needs;
- In conjunction with RD, serve as liaison with Dickinson offices as needed
- Review student records, as needed;
- Prepare reports, surveys, and correspondence, as requested;
- Inform RD of all safety, security, maintenance, damage, and personnel problems
- Report serious maintenance concerns to Conference and Special Events and follow-up on their completion;
- Compile suggestions and recommendations for RD concerning the 5-Week Summer Ballet Program;
- Project and maintain a positive, professional image of the organization at all times

#### **Qualifications:**

- 18 years of age by June 5, 2023
- Ability to obtain appropriate security clearances to work with children to include the PA State Police Background Check, PA Child Abuse History Certification and the FBI Criminal Background Check required
- Demonstrated leadership experience with strong organizational and interpersonal skills
- Ability to handle and resolve crisis management situations
- Experience working with children and youth
- Flexibility to accommodate work schedule to meet the needs of the program
- Knowledge of performing arts; preferably dance (preferred)
- Experience working with or attending summer dance program or camps (preferred)

#### **Competitive Compensation includes:**

- Stipend of \$3,500
- Room & board at Dickinson College June 8 – July 24, 2023
- Reimbursement of up to \$200 for travel expenses
- Ability to take free ballet classes during the 5WSBP

**To apply,** please send resume, cover letter and employment application (download [HERE](#)) to [reslife@cpyb.org](mailto:reslife@cpyb.org)