Scholarship Hall Director
The University of Kansas • Student Housing

General: As a senior member of the residence life staff, each Scholarship Hall Director (SHD) is part of Student Housing and Student Affairs and reports to a Complex Director. SHDs hold live-in, three-quarter time positions, and are responsible and accountable for the general supervision and management of all aspects of two scholarship halls and their staff. Each scholarship hall is a cooperative living group housing approximately 50 undergraduate students who spend time each day providing meal service for each other, cleaning and maintaining assigned areas, planning mutually beneficial programs, and expanding skills and abilities to work and live in a cooperative environment.

The SHD position does not allow for regular student teaching, out-of-town practicum or internship or excessive extracurricular commitments. Approval must be obtained in advance in order to enroll in a local practicum or internship or participate in major extra-curricular commitments while the complex is open; such approval would not typically be given in the first year of employment. Required training and development responsibilities include two weeks of training, regular staff meetings, and completion of the Higher Education Graduate Assistantship Competency Tool adapted from the ACPA/NASPA professional competencies.

Required Qualifications: At least one year of residential group living experience, enrollment at KU for 2015-2016 as a graduate student in good standing taking at least 6 and no more than 9 hours per semester (more than 9 hours must be approved in advance.)

Preferred Qualifications: Residential staff experience, knowledge of residential curriculum practices or experiences, interpersonal and group presentation skills and experience, academic excellence, and interest in developing a supportive academic atmosphere.

Most positions regards a valid driver’s license needed at the time of employment and ability to lift up to 50 lbs. Some night, weekend, and holiday duty responsibilities.

Compensation: Salary is $500 paid biweekly for first-year staff. A furnished apartment including utilities is provided as well as meals when the dining centers are serving. State of Kansas group health insurance is available.

Major Job Responsibilities include, but are not limited to, the following:

Supervision and Advising
• Supervise, select, train, and evaluate paraprofessional staff (i.e. Proctors and Food Board Managers) in the performance of their assigned duties.
• Role model good judgment, ethical behavior, respect for laws and policies, and a positive, cooperative attitude.
• Advise hall governance and aid in development of student leaders including facilitating development of programming initiatives.

Student Learning
• Execute the department residential curriculum model and create learning centered communities using the model to promote individual support and respect.
• Facilitate the development of group-centered, cooperative academic communities with emphasis on student input, responsibility, and decision making.
• Promote positive interactions and decisions which affirms individual responsibility, demonstrating respect for others, personal boundaries and University property.

Student Conduct and Crisis Management
• Participate in the student conduct process as a University hearing officer and adjudicate conduct cases.
• Participate in rotating senior staff duty coverage system for area housing 600 residents.
• Respond as a member of the senior staff as crisis situations occur; intervene and make referrals as appropriate to individual and/or group concerns.
Building Management
- Work with the paraprofessional staff and residents to plan a balanced diet, communicate with food vendors to purchase necessary food items, maintain and monitor purchasing accounts of $80,000 to $160,000, and oversee the training and supervision of residents in food preparation.
- Monitor the physical maintenance of the complex in cooperation with custodial and maintenance staff in Facilities Services.
- Facilitate all building opening and closing procedures.

Administration
- Participate in staff orientation, training and development, and department committees.
- Serve as liaison between the hall community, Student Housing, Student Affairs, and the larger university community. Serve as a representative of Student Housing or Student Affairs on assigned committees.
- Other administrative opportunities and/or expectations are complex-specific and may include but are not limited to: occupancy management, budgeting, etc.
- Other related duties as assigned.