

Director of Residence Life

- Committees
 1. Crisis Management Team (monthly)
 2. Student Life Staff (weekly)
 3. Resident Assistants and dorm supervisors (weekly)
- Enforce policies related to residence halls and write-up University responses to violations as appropriate.
- Check students in and out of the residence hall each semester.
- Hold residence hall orientation meetings each semester.
- Supervise resident assistants.
- Maintain a “sign-out” register for students.
- Check condition of halls, lounges, stairwells, bathrooms, and laundry rooms.
- Refer on-going and emergency maintenance needs to Campus Operations.
- Become personally acquainted with all residents and address issues specific to each.
- Maintain and distribute keys and collect key deposits each semester.
- Complete paperwork, including housing assignments.
- Assist residence hall supervisors as they address issues in campus housing, including violations of residence life policies, conflict between residents, and activities/services available in the residence halls.
- Set dates for residence hall closing and opening during official University holidays, and establish and oversee any exceptions.