Graduate Residence Hall Director  
Housing & Dining  
Northern Illinois University

Housing & Dining at Northern Illinois University manages the operation and staffing of all residence halls on the NIU campus and all dining facilities located within our residence halls. We are proud to house over 5,000 NIU students each year and look forward to welcoming our incoming students.

Department Mission: Housing & Dining is committed to providing a safe, supportive, and educationally empowering community where students can learn, grow, and be successful within a complex and diverse world. Through our facilities, programs, and the collaborative efforts of our staff, student leaders, and campus partners, we promote respect, individuality, and personal responsibility.

Student Affairs & Enrollment Management Mission: In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs & Enrollment Management creates student learning opportunities and provides critical service beyond the classrooms that inspire and support intellectual, personal, and civic growth for leadership in a diverse and complex world.

Position Summary: The Graduate Residence Hall Director provides primary leadership and overall management of a residence hall housing approximately 300-500 students. The Graduate Residence Hall Director is directly supervised by a Residence Hall Director or Complex Coordinator. This is a live-in position involves a level of accessibility and accountability to all students and staff members. The Graduate Residence Hall Director is responsible for fostering a responsible, inclusive community; providing intentional, development-based supervision; utilizing sound fiscal management and business practices; as well as ensuring a safe, comfortable living environment for students through use of a Residential Curriculum model. In some complexes, the Graduate Hall Director may also work closely with Faculty Advisors and House Coordinators who provide leadership and support the Living Learning Communities. All residential communities support and contribute to the academic mission of the institution.

Duties and Responsibilities:

1. Advising:
   a. Counsels, advises, and refers residents on personal and academic matters
   b. Co-advises hall council

2. Leadership:
   a. Creates intentional efforts to interact with students and provide opportunities for student growth and development using the Residential Curriculum
   b. Supports the mission, policies, and procedures of the department and university
   c. Promotes and develops an inclusive and academically supportive community
   d. Assists with departmental initiatives as needed

3. Collaboration:
   a. Actively participates as a member of the area team, along with additional Graduate Residence Hall Directors, Residence Hall Directors, Complex Coordinators, Chief Clerks, Community Police Officers, Faculty Coordinators, Dining Staff, and Facilities Staff
   b. Seeks opportunities to work collaboratively with departmental, divisional, and campus partners through committees, liaison relationships, and other interactions
   c. Collaborates directly with Faculty Advisors and House Coordinators for the Living Learning Communities housed in the residence halls, as appropriate
d. Collaborates with other staff within the complex and across Housing & Dining to ensure consistency and sharing of best practices

e. Assists with summer conference operations

f. Assists with the management of hall facilities, budget

g. Works collaboratively with the Chief Clerk to manage building occupancy

4. Supervision:
   a. Supervises 5-10 Community Advisors
   b. Assists with the selection, training, development, and evaluation of student staff
   c. Establishes and maintains regularly scheduled office hours

5. Crisis Management and Adjudication:
   a. Adjudicates low level violations of University and Housing & Dining policies
   b. Responds to crisis and emergency situations and communicate necessary information appropriately
   c. Participates in area on-call duty rotation including weeknights, weekends, and break periods when the university may be closed
   d. Serves as a Campus Security Authority and assists with the process of reporting crimes in order to maintain accurate and timely crime statistics and to increase the overall safety of the campus

6. Programming Development/Planning:
   a. Assist staff members in assessing student needs and providing strategies through use of the Residential Curriculum to effectively meet those needs

**Position Requirements:**

- Admitted to Northern Illinois University graduate school and enrolled in a graduate course of study
- Preference will be given to graduate students pursuing a degree in Counseling, Adult and Higher Education, but those pursuing degrees in a closely related field or discipline at Northern Illinois University will also be considered
- Successful background check clearance

**Qualifications:**

- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds
- Previous residence life experience or group living experience

**Salary/Compensation for a 10.5 month, 20 hours per week position include:**

- Start Date: July 13, 2016
- Salary: $1,000 per month
  Housing in residence hall: furnished one bedroom with local phone, cable services, and high-speed internet
- Meal Plan: When Dining services are in operation.
- Other Benefits: Tuition waiver calculated at $357 per credit hour and professional development funds; reserved parking at a reduced rate (taxable benefit) and domestic partnership benefits, summer employment may also be available

**Contact information:**

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To apply, send cover letter, resume and list of three professional references to: residence_life@niu.edu

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