

Residence Hall Director

The residence hall (RH) has a long history at Lancaster Mennonite and is a treasured diverse community within our school system. Living in community offers opportunities for growth and advisors walk with students to develop healthy skills for living in community.

The residence hall director is a full time position and is involved in international recruitment, oversees daily operations, leads and creates a community that nurtures students holistically. The director works with the team of residence hall advisors to provide language and cultural support, programming, share faith, develop maturity and create a trusted community for residential students.

Leadership Responsibilities

**The RH Director position requires cultural competency and sensitivity for all members of the school community, sharing those skills with students and colleagues.

1. The RH Director serves as an international coordinator, connecting with students on travel plans, SEVIS updates, and working with agencies and admissions to recruit students.
2. This position works closely with the director of admissions in creating a recruitment plan for international students, along with the high school principal and counselors.
3. The RH Director relates to high school teachers and attends faculty meetings to update and report on resident hall student needs.
4. The RH Director is an advocate for RH and international students, working closely with admissions, high school principal and senior advisor to establish an orientation plan, back-to-school night, senior class dedication, commencement activities, parent night at athletic events and other events and activities. Implement support and programming for students when and where appropriate.
5. Supervises RH advisors and works with HR if support is needed. Conducts staff orientation and holds regular staff meetings during the school year. Manages RH advisor responsibilities. Conducts, in consultation with the principal, annual evaluations of RH advisors. The director schedules regular time for themselves in the rotational supervision schedule of students.
6. Create and maintain current and relevant RH policies and expectations. Schedule and plan agenda for regular RH meetings.
7. Manages mail distribution.
8. Relates to the Residence Hall Council.
9. Meet weekly with the high school principal.
10. Writes and distributes monthly reports for families and a quarterly newsletter for residence hall students, their families, and their host families. Writes and distributes a summer newsletter to incoming residence hall students and their families in conjunction with marketing.
11. Communicates with each student's counselor regarding academic, social, personal, or spiritual needs.
12. Communicates with parents, guardians, agencies, and U.S. contact persons as needed, scheduling conferences as needed.

13. Maintain student records in our student information system; conduct in the residence hall, and communicates records with the high school office.
14. Upholds and enforces LM values, faith statements, RH policies and expectations.

Student Life

1. Assigns students community responsibilities.
2. Creates room assignments and manages record of student room keys. Reports losses to chief financial officer.
3. Maintains student records including contact information, emergency contact information, and appropriate medical information.
4. Communicate with high school office students who are absent from or late to school.
5. Supervises students who need to be in the residence hall during the school day because of sickness or other reasons. Supervision includes getting meals and appropriate medical care for sick students.
6. Assists students with procuring needed medical care and arranges for transportation.
7. Maintains security in the residence hall by ensuring that doors are locked and alarms are set when appropriate.
8. Ensure student safety by maintaining records of students entering and leaving the residence hall. Ensures that an accurate attendance count occurs every morning and again after hallways are locked at the end of the day.
9. Coordinate transportation as needed for airport pick ups, trips to local stores for needed items for rooms, toiletries, etc. or recreational trips. Works with the transportation director on needs and van usage.

Food Service, Custodial, Budget Management

1. Plans and administers the residence hall budget in collaboration with the principal and the chief financial officer.
2. Works with the food service director to arrange on-campus meals. Oversees meal planning for off-campus meals.
3. Ensures that residence hall facilities and surrounding areas are clean, neat, and well organized.
4. Ensures the proper care of facilities and promptly notifies the director of facilities of damages or needed repairs. Ensures that facilities are properly prepared at the beginning of each school year, and evaluates and reports on the condition of facilities at the end of each school year.
5. Maintains a proper supply of toilet paper, paper towels, and cleaning supplies.
6. Completes other responsibilities as assigned.
7. Reports to the high school principal.

Student Programming

Develop an exciting and engaging educational plan: service learning program, cultural and holiday events, college tours, occasional short trips: Philadelphia, NY, DC

Creates opportunities for spiritual reflection, understanding and growth, and incorporates faith, LM values and faith practice statements.

****COVID or crisis situations** - may cause disruption to residence hall life. RH may need to be open through holidays with support from additional staff, or close due to an outbreak of COVID cases. Staffing will require flexibility in these situations.

Salary and Benefits Plan

Room and board

WIFI is included but not cable.

Directors meals included however spouses and children are not included.