

**UNIVERSITY OF WISCONSIN – STOUT  
UNIVERSITY HOUSING**

**JOB DESCRIPTION: Hall Manager**

**DESCRIPTION:**

**Hall Managers (HM)** are current students who serve as live-in staff members. Hall Managers oversee the programs, staffing and community development within the residence halls through the supervision of 4-8 Resident Advisors. Hall managers may additionally serve as supervisor of desk operations, supervising 8-9 Desk Assistants Hall managers also serve as an additional resource for residents who may need someone to talk to about their experiences in the hall, campus or community.

**SPECIFIC RESPONSIBILITIES (depending on duty alignment):**

1. Hire, train, co-supervise, and co-evaluate Resident Advisors. Tasks may include the recruitment of applicants, application review, interviewing, scheduling, staff development and training, staff meetings, feedback, handling discipline situations, recognition. Meet regularly with individuals and as a staff team.
2. Serve as on-call resource during evening and weekend hours to provide assistance to students and staff members. On-call weekend rotations average 2-3 weekends per semester.
3. Advise the hall leadership committee. Attend hall meetings, executive meetings, and hall functions. Provide advice, feedback, and evaluation. Attend RHA periodically.
4. Work with the community program (FYE or TNE) within assigned area(s) to create a living environment that meets the needs of the residents. Conduct regular building rounds. Attend hall events. Advise, counsel and refer students to other university resources and community agencies as needed.
5. Supervise Desk Assistants. Tasks include recruitment, application review, interviewing, scheduling, staff training, meetings, feedback, discipline, recognition and evaluation. Work all hours in the schedule that are unable to be filled.
6. Manage front desk operations, including facilitation of check-in and check-out processes, equipment inventory, check out log, billing for lost or damaged items, repairs and replacement, mail distribution and forwarding, reservation system for all basement rooms and equipment, and lobby posting and bulletin boards.
7. Manage building Recycling and Compost Collection operations and after hour snow removal.
8. Ensure that all building keys are handled in a safe and secure manner. Ensure that all key procedures are followed, maintain key cabinet, order re-keys as needed, process new keys and related billing of residents.
9. Ensure that all security measures are implemented and followed. Take steps to address building security issues.
10. Submit payroll to the supervisor on a bi-weekly basis.
11. Craft procedures and training for hall specific processes or to operationalize department goals
12. Collect quantitative and qualitative feedback on their operations from residents. Use feedback to improve service and/or to provide new items via the hall budgets.
13. Manage hall budgets for building equipment, staff development funds, and programming supplies.
14. Manage technology including desk computer, Microsoft Teams cloud folders, and accompanying mail and package tracking hardware.
15. Perform administrative assistant functions for the Residence Life Coordinator.
16. Supervise opening day parking and move-in crew. Coordinate transition to break period operation and staffing. Perform duties related to closing of the hall. Hall Managers are required to work 3 days after the halls close.
17. Support academic initiatives within the building.
18. Hold students accountable for their actions according to department and university policies. Assist the residents in developing a sense of responsibility for themselves and others.
19. Attend all scheduled Hall Manager trainings and staff meetings. Present training sessions for Housing staff as needed.
20. Assist with the student staff selection process, staff training, and other departmental functions.
21. Attend and participate in campus programs, committees, and meetings.
22. Maintain healthy relationship with other hall staff including desk, custodian and maintenance staff members.
23. Perform duties related to the opening and closing of the hall. Hall Managers are required to work 1-2 weeks prior to opening and 2-3 days after the halls close.
24. Report inappropriate student behavior in the dining halls to the food service manager.
25. Perform other duties as assigned.

**QUALIFICATIONS:**

Candidates for this position must:

- be either currently enrolled or accepted into a degree program.
- have an earned cumulative GPA of 2.5.
- have one year of management, Resident Advisor, or significant leadership experience.

Preference is given to candidates with a Bachelor's degree, a 3.0 cumulative GPA, additional management or leadership experience, and residence hall living experience and/or those utilizing the position as an Academic Coop or Internship.

**EMPLOYMENT TERMS:**

- Live-in student staff meetings will be held on Wednesdays from 7:00-8:30 p.m.
- The HM must live in the hall where they work and be consistently available in the building in order to respond to residents' and staff members' needs.
- The HM must be an enrolled UW-Stout student at the time of employment and must maintain a current and cumulative GPA of 2.5 during the HM's appointment.
- A HM may not hold a RA, ARC, or Desk Assistant during their employment. A first semester HM may not engage in full-time student teaching, co-op, or internship experiences. A HM with at least one semester of experience may enroll in full-time student teaching, a co-op, or an internship but must be able to attend all training sessions. An HM desiring these opportunities must discuss plans with the Residence Life Coordinator well in advance of registering for these experiences. Full-time student teaching, co-op, and internship experiences are not recommended during the fall semester.
- The HM's supervisor must approve any outside activity that may interfere with the HM's ability to fulfill job responsibilities. Outside activities include, but are not limited to, employment, class load and extracurricular activities.

**SUPERVISION RECEIVED:** Supervision is received from the Residence Life Coordinator.

**SUPERVISION EXERCISED:** A Hall Manager co-supervises 4-8 Resident Advisors with the Residence Life Coordinator and supervise Desk 8-9 Assistant staff.

**COMPENSATION:** Hall Managers will be provided with a free single room (**when available**), a meal plan, and a cash stipend of \$1,200 per semester.

Revised 11/30/2018