

# Student Hall Director - Programmer

## Application Packet

Residence Life is looking for dynamic, engaged and responsible individuals to provide leadership in a residence hall building or complex at the University of New Mexico. As a student employee within the Residence Life Office, the Student Hall Director Programmer will implement social and educational programs, serve as the departmental liaison with other institutional campus programming units and resources, serve as a co-advisor to the Residence Hall Association, manage the Cellar Recreation Area and plan regular events, help the department assess the success of program efforts, and be active, contributing members of the Residence Life Senior Staff.

Under the general supervision of an Area Residence Life Coordinator, the Student Hall Director Programmer will:

- Identify, design, and implement social and educational programs for the residence hall system using the Wellness Wheel Model as the theoretical basis for program content.
  - Plans and executes balanced set of system-wide social and educational programs and activities to meet the needs of residents.
  - Assesses resident programming interests and needs.
  - Coordinate and monitor programming budget expenditures.
  - Serve as a resource for the RA Staff for Wellness and programming.
  - Coordinate system wide activities with the RHA Director of Programming.
  - Manage the Cellar Recreation Area and plan regular events.
- Coordinate system wide programs and activities, such as semester welcome activities and the Fall Inter-Hall Olympiad.
- Serve as the departmental liaison with other institutional campus programming units and resources such as Health Education, Student Activities, Recreational Services, ASUNM, Student Special Events, and Lobo Spirit.
- Serve as a co-advisor to the Residence Hall Association and attend weekly meetings of that body.
- Help the department assess the success of program efforts.
- Administration
  - Maintain at least 15 hours per week of structured office presence
  - Participate in building or complex duty coverage as a member of the RA Staff and for the Residence Hall System as a member of the Senior Staff
  - Assist in supervision of residence hall desk and other functional areas
  - Meet weekly with full time staff supervisor
  - Be available for staff seminars Thursday 6:30 – 8:00 pm
  - Assist in the selection and training of Resident Advisors.
  - Perform system-wide collateral duties such as staffing, fire safety, and security supervision.
  - Perform on-duty responsibilities during specific times and respond, when needed, to emergency situations.
  - Communicate and meet with their supervisor on a regular basis.

- Demonstrate good judgment and consistency in interactions with residents and staff, and be dependable and responsible.
- Supervise large events (via the Program Proposal Form signature).
- In addition, performs related duties as assigned by supervisor.
- Senior Staff
  - Participate in and contribute at weekly senior staff meeting
  - Assist with planning and executing resident advisor workshop and training
- Other Responsibilities
  - Abide by all residence hall and university polices
  - Confront and report resident policy violations
- Qualifications
  - Candidates must be familiar with college life, enjoy living and working with college-age students.
  - Must achieve a minimum of 2.80 cumulative grade point average at the beginning of employment.
  - Must be eligible for UNM student employment.
  - Preference will be given candidates with previous residence hall staff experience (Resident Advisor or comparable positions).
- Remuneration
  - Student Hall Directors receive free single room
  - Free board plan.
  - Stipend of \$8800 for the academic year paid \$978 per month for nine payments.
  - Due to the limitation of facilities, it is not possible to house a Student Hall Director's spouse or dependents.
- Appointment Terms
  - SHD appointments are for the academic year.
  - Start work on Wednesday August 6, 2008
  - Start work one week before classes begin in the spring and work through the end of the spring semester.
  - Work some parts of university recess periods, including Fall, Thanksgiving, and Spring Breaks.
  - Have one weekend off per month.
  - Have no other compensated employment on or off campus.
  - Take no more then 12 undergraduate or 9 graduate credit hours per semester

Return Applications by July 22, 2008 to:  
 Residence Life Office  
 220 Student Residence Center MSC06 3590  
 1 University of New Mexico  
 Albuquerque New Mexico 87131

For Graduate School Catalogue or Application, Contact:  
 The Graduate School  
 MSC03 2180  
 1 University of New Mexico  
 Albuquerque New Mexico 87131

If you have questions, please contact the Residence Life Office at 505 277-8230

*Please keep this information sheet for later reference*

## Student Hall Director Application

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Permanent address:

\_\_\_\_\_  
*Street* *City* *State* *Zip*  
Current address:

\_\_\_\_\_  
*Street* *City* *State* *Zip*

UNM Banner ID: \_\_\_\_\_ Email address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Permanent phone: \_\_\_\_\_

Name and location of High School graduated from:

\_\_\_\_\_

Names & dates of colleges and universities attended, including degrees awarded:

\_\_\_\_\_

\_\_\_\_\_

Anticipated UNM Degree: \_\_\_\_\_ Date: \_\_\_\_\_

Professional goal:

\_\_\_\_\_

Presently held organizational memberships and offices:

\_\_\_\_\_

\_\_\_\_\_

Extra Curricular Activities:

\_\_\_\_\_

\_\_\_\_\_

Awards, Honoraries, Scholarships, etc.:

\_\_\_\_\_

\_\_\_\_\_

If you have you lived in college or university residence halls, list where and for how long:

\_\_\_\_\_

\_\_\_\_\_

Work experience:

<u>Employer</u>	<u>Position</u>	<u>Dates</u>	<u>Type of Work</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

References: List 4 including at least one professor in your major department and one employer. Do not include personal or family friends. Please indicate whether you wish to waive the right of access to these references. (Please Note: Confidential references are usually more thorough and can therefore be more helpful to the applicant).

\_\_\_\_\_ I wish to waive my right of access to confidential reference forms

\_\_\_\_\_ I do not wish to waive my right of access to reference forms

<u>Name</u>	<u>Position</u>	<u>Full Mailing Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please be sure to attach a "statement of interest" to this application explaining your reasons for applying for this position**

1. I give permission for the Residence Life Office to:
  - contact my previous employers and references.
  - check my UNM academic performance as a condition for establishing student employment.
  - check my UNM disciplinary record through the Dean of Students Office.
  
2. I attest that the information recorded on this application is accurate and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Equal Opportunity Policy - The residence hall program at the University of New Mexico is an Affirmative Action/Equal Opportunity component of the University and is compliance with federal regulations and guidelines as outlined in the official catalog of the University. This material may be made available in alternate formats upon request.