

RESIDENTIAL HOUSE DIRECTOR

Dana Hall School seeks candidates for the position of Residential House Director. The individual in this position will be accountable for:

- Living in a girls dormitory and leading the dorm staff (House Assistant, Dorm Affiliates, and Student Proctors) while overseeing the day-to-day operation of the dorm and the wellbeing of the students;
- Managing administrative work related to running the dorm (student permissions, maintenance requests, student travel forms, writing student comments, etc.);
- Conducting weekly dorm meetings, room inspections, and social activities for the dormitory;
- Maintaining close communication with faculty, staff, students and parents, especially as it relates to boarding life;
- Serving as a role model and mentor, while providing a caring, supportive environment to residential students;
- Facilitating dorm duty: Monday-Saturday mornings, Tuesday, Thursday, Friday, and Sunday (afternoon-overnight)
- Participating in House Director meetings and Upper School Division meetings;
- Participating in Community Dinner once a month with the entire boarding community;
- Serving on a Weekend Duty Team, chaperoning weekend activities, and other similar activities (approximately) two times per year.

This is a full-time position for the academic year and it includes evening and weekend hours. House Directors report to the Dean of Residential Life. Successful candidates will orient, nurture and provide support and encouragement to each individual student while helping to establish a sense of community that supports the School's mission.

Candidates should have a college degree and prior experience working with adolescent girls in a teaching or supervisory capacity, ideally in a residential setting. Other requirements include excellent communication skills, an ability to multi-task and maintain details, in addition to the flexibility to manage multiple and, at times, competing priorities, as well as the ability to be a team player who is held accountable for the overall quality of the program.

This is a ten-month, full-time position reporting to the Dean of Residential Life. Dana Hall seeks candidates who will contribute to and are committed to diversity and multicultural educational practices.

Please complete our online application at: <https://www.danahall.org/page/about-us/job-opportunities>.