Graduate Assistant Residence Hall Director Job Description
(Penland Hall)

Division: Student Life

Supervisor: Director for Penland Hall

Purpose: The Graduate Assistant Residence Hall Director (GARHD) for Penland Hall is responsible for ensuring that student learning, spiritual formation and citizenship development are outcomes of the on-campus residential experience. A commitment to collaboration with faculty, an appreciation of human diversity and a passion for college student learning represent the most highly valued staff characteristics.

1. Student Development (50%)
   • Coordinates and supports development of a hall community that values relationships, citizenship, academics, spiritual growth, and the appreciation of human diversity.
   • Supports learning and academic initiatives, including collaboration with faculty in residence.
   • Participates in the management of student behavior issues in the halls by responding to incidents and situations.
   • Coordinate recruitment and advise Hall Leadership Team (HLT).

2. Staffing Functions (25%)
   • Trains, supervises and evaluates four undergraduate CLs in their responses to the needs of 40-50 upper-division residents each. Assist in the recruitment and selection of community leaders.
   • Plans and implements training/development activities that serve as opportunities for personal growth and development for a diverse paraprofessional student staff team, including office assistants.
   • Supports Campus Living & Learning’s customer service standards through the coordination and management of the hall front desk(s).
   • Encourages and contributes to the development of positive working relationships between CLs and faculty partners, faculty-in-residence, Living Learning Program leadership, and office staff.
3. Administration/Management (25%)

- Implements administrative processes within hall and responsible for various administrative procedures (including openings, closings, mid-semester inspections, and incident reports).

- Manages and enhances the physical aspects of the residence hall (signage, cleanliness, maintenance, customer service, safety, and security).

- Participates in an on-call rotation throughout the calendar year to respond to incidents and emergencies, as they occur, for a residential population of approximately 4,600 undergraduate students.

- Holds consistent office hours, responds to written and oral communications, and conducts and attends meetings as required.

- Serves on departmental committees to address and serve larger organizational needs.

- Undertakes other duties as assigned.