Graduate Assistant Residence Hall Director Job Description  
(North Village Texana House)

Division: Student Life

Supervisor: Director for North Village Residential Community

Purpose: The Graduate Assistant Residence Hall Director (GARHD) for North Village Texana House (female community) is responsible for ensuring that student learning, spiritual formation and citizenship development are outcomes of the on-campus residential experience for a hall of approximately 160 students. 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%)
   - Coordinate and support development of a hall community that values relationships, self-advocacy, academics, spiritual growth, and cultural humility.
   - Support learning and academic initiatives, including collaboration with faculty in residence and resident chaplain.
   - Participate 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%)
   - Train, supervise and evaluate 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.
   - Conduct weekly staff and 1-1 meetings with four undergraduate CLs, Resident Chaplain, and Faculty in Residence.
   - Plan and implement training/development activities that serve as opportunities for personal growth and development for a diverse paraprofessional student staff team, including office assistants.
• Support Campus Living & Learning’s customer service standards through the coordination and management of the hall front desk(s), which includes interviewing, hiring, training, and supervising a staff of eight Office Assistants.

• Encourage and contribute to the development of positive working relationships between CLs and academic support partners, faculty-in-residence, residence chaplain, Living Learning Program leadership, and office staff.

3. **Administration/Management (25%)**

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

• Manage and enhance the physical aspects of the residence hall (signage, cleanliness, maintenance, customer service, safety, and security).

• Hold office hours, respond to written and oral communications, and conduct and attend meetings as required.

• Serve on departmental committees to address and serve larger organizational needs.

• Utilize StarRez housing software, Advocate softward, OrgSync softwareCS Gold ID card software.

• Co-manage an annual residence hall programming budget of approximately $1,000.

• Undertake other duties as assigned.