Graduate Assistant Residence Hall Director Job Description
(Brooks Residential College)

Division: Student Life

Supervisor: Director for Brooks Residential College

Purpose: The Graduate Assistant Residence Hall Director (GARHD) for Brooks Residential College 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 350 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 Steward 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%)
   • Assist in the training, supervision, and recruitment and selection of community leaders.
   • Participate in weekly staff and 1-1 meetings with the Residence Hall Director, undergraduate CLs, Resident Chaplain, and Faculty in Steward.
   • 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 Office Assistants.

- Encourage and contribute to the development of positive working relationships between CLs and academic support partners, Faculty Steward, 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 software, OrgSync softwareCS Gold ID card software.
   - Co-manage an annual residence hall programming budget of approximately $3,000.
   - Undertake other duties as assigned.