



## **Graduate Assistant Residence Hall Director Job Description (North Village University House)**

**Division:** Student Life

**Supervisor:** Director for North Village Residential Community

**Purpose:** The Graduate Assistant Residence Hall Director (GARHD) for North Village University House (male 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 170 students. A commitment to collaboration with faculty, a demonstrated Christian faith, 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 Community Leaders (CLs) in their responses to the needs of 35-50 residents each. Assist in the recruitment and selection of CLs.
- 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 nine Office Assistants.
- 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.

- 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 the hall and be 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, Maxient, and OrgSync software.
- Co-manage an annual residence hall programming budget of approximately \$1,000.
- Undertakes other duties as assigned.