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

Division: Student Life

Supervisor: Residence Hall 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 (33%)
   - Coordinate and support development of a hall community that values relationships, self-advocacy, academic excellence, spiritual growth, and cultural humility.
   - Support learning and academic initiatives, including collaboration with the Texana Faculty-in-Residence and the Resident Chaplain for Texana House & University House.
   - Participate in the management of student behavior issues in the halls by responding to incidents and crisis situations.
   - Collaborate with the University House Graduate Assistant Residence Hall Director in coordinating recruitment for and co-advising the Hall Leadership Team (HLT).

2. Staffing Functions (33%)
   - Interview, hire, train, supervise, mentor, and evaluate four undergraduate Community Leaders (CLs) in their responses to the needs of 40-50 first-year and upper-division residents each.
   - Conduct weekly staff and 1-1 meetings with four undergraduate CLs
   - Coordinate and manage the Texana House front desk. Interview, hire, train, supervise, and evaluate eight Office Assistants.
   - Conduct regular check-in meetings with the Texana 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, the Texana Faculty-in-Residence, the Texana/University House Resident Chaplain, and Central Office staff.

3. Administration/Management (33%)
   • Implement administrative processes within the hall including opening, closing, and mid-semester health & safety checks.
   • Document incidents related to student policy violations, student care concerns, and major facilities issues.
   • Manage and enhance the physical aspects of the residence hall in collaboration with Aramark facilities and housekeeping staff.
   • Hold office hours, respond to written and oral communications, and conduct and attend meetings as required.
   • Serve on one departmental committee per year to address and serve larger organizational needs.
   • Utilize StarRez, Maxient, Ignite, and Baylor Connect.
   • Co-manage an annual residence hall programming budget of approximately $1,000.
   • Undertake other duties as assigned.