

**Division of Student Affairs
Office of Housing and Residential Education
Graduate Hall Director Job Description 2018-2019**

Position Title: Hall Director (UVA)

Number of Positions: 1

Department: Housing and Residential Education

Supervisor Name: Catherine Kellman, Associate Director, Residential Life, AMP

Start Date: July 16, 2017 to May 11, 2018

Summary Job Function:

Reporting to Assistant Director, the Hall Director (HD) supports the Department of Housing and Residential Education in its efforts to enhance the residential experience within the Florida Atlantic University undergraduate community. A live-in position, the HD is a 2nd year Graduate Assistant that provides leadership for student staff in an assigned area. By maintaining visibility and being approachable to student staff and residents, the HC helps educate residents on University policies and builds community in the area of oversight.

Student learning/educational activities performed by the Graduate Assistant: (Please check all that apply and provide detail if needed.)

- X Advising Students
- X Planning programs
- Instruction
- X Mentoring
- Planning student trips
- X Advising student organizations
- X Responding to student conduct situations
- Teaching or instructing courses
- X Other (Administrative, Supervision,)

Learning Outcomes:

- **Administration** – Utilize effective communication, planning scheduling, and organizational skills as they relate to position responsibilities.
- **Advising** – Serve as a consultant, mentor, and/or role model to students, student groups and staff
- **Awareness** – Identify the unique needs of and be an advocate for diverse groups of students.
- **Communication** – Model clear, direct, and honest communication; know your audience and how best to reach them.
- **Community Development** – Describe the role of community in a residence hall setting and how to promote a positive community environment.
- **Conflict Management** – Identify and manage conflict effectively among staff and students.
- **Crisis Management**-Effectively respond to critical situations as needed as a member of the Residence Life staff.
- **Customer Service**-Identify housing and university services that are delivered to students, parents, faculty, and staff.

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- **Programming** – Articulate to various constituents the benefits of residence hall programs, activities, and communities in residence halls. Provide resources for groups and organizations that support community and student development.
- **Supervision** – Provide staff with appropriate direction and coaching.
- **Teambuilding** – Implement strategies to develop the student staff team into an effective functional unit. Coordinate teambuilding efforts during training.
- **Training** – Develop facilitation and training skills. Provide resources for training and development for student staff to perform effectively and to their highest potential.

Duties and Responsibilities:

Residential Education

- Oversee implementation of strategies that enable student achievement of the goals of the Residential Curriculum: ENGAGE (in FAU and Residential community), EXPLORE (Self and Ideas); DEVELOP (Cultural Competence); STRENGTHEN (Academic Success). The residential education model is the foundation for all that we do in Residential Life.
- Meet individually with students to provide personal, social, academic, and co-curricular support that enhances student persistence.
- Provide leadership, guidance and support to staff, students, and student groups by guiding their efforts to develop communities, increase their social awareness and sense of responsibility.
- Assume a leadership role in the building community in promoting action and advocacy for social justice and inclusivity.
- Collaborate with faculty and staff stakeholders to implement programmatic opportunities in the residence halls
- Utilize institutional data to assess and respond to student needs.
- Implement academic outreach within the residence halls using the university Starfish Student Success network system.
- Night and weekend commitments in regards to programs, events, etc.,

Staff Supervision and Leadership

- Directly supervise 8 Resident Assistants.
- Hold one on one meetings with student staff member weekly/biweekly.
- Conduct weekly staff meetings
- Plan and implement staff and team development for student staff and student groups
- Conduct RA performance appraisal process
- Serve on departmental committees
- Role model and enforce all university and housing policies at all times
- Advise Community Council
 - Conducting weekly 1:1s with the president
 - Attending all meetings and programs

Emergency/Crisis Intervention and Response

- Participate in the rotating “on-call” system for the residential campus, responding to emergencies on evenings and weekends.
- Use departmental protocol to respond to crisis or emergency situations which includes providing guidance to paraprofessional staff and students. Provide appropriate post-crisis referrals and follow-up with students and staff.
- Graduate Staff should maintain confidentiality at all times.

Administrative

- Report, track, and follow up on maintenance issues with appropriate maintenance and housekeeping staff.
- Complete weekly community walkthroughs to with residential facilities managers to gauge and follow up on community and facility needs.
- Participate in weekly meeting with Building Operation Manager
- Attend various departmental meetings on a weekly/biweekly basis.
- Prepare end of semester and end of year reports in December and May respectively.
- There is an expectation of general availability during most business hours. Evening commitments such as staff meetings, community council and program attendance is also expected.
- Attend and participate in all professional staff training.
- Collaborate with other departmental and university offices such as University Police, Counseling, Student Life, Housing Operations, Residential Facilities, and Wellness Education Services as needed.
- Communicate and collaborate with various internal departments (such as Business Services, Facilities, Marketing, Assignments and Contracts to support all of Housing’s programs and services.
- Prepare and monitor program and administrative budgets.
- Collaborate with Building Operations Manager and Desk Assistants in the management of the daily building desk operations
- Supervise, lead and manage Residential Education/Housing processes in building like Opening, Closing, Damage Billing, Health and Safety Inspections, etc
- Serve as the buildings primary student conduct hearing officer to help create a positive community environment in which students learn from their actions and assume responsibility for their actions.
- Meet with students in violation of residence hall policies, adjudicate cases, and sanction students.
- Implement and interpret housing policy to staff and students.

Qualifications for the position:

- Acceptance into the Florida Atlantic University Master’s degree program. Preference will be given to applicants who are pursuing a Master’s in Higher Education Leadership and Counseling Education
- Ability to work well independently and as part of a team
- Effective written and verbal communication skills
- Required to work nights and weekends
- Past experience in Residence Education is strongly preferred
- Proficiency with Microsoft Office

Additional Information:

The Graduate Assistant will receive an Assistantship compensation package that includes:

- The graduate assistantship is a 29 hour per week position. This position will receive compensation of \$12 per hour. (Because this assistantship is above 20 hours per week, approval must be granted by Graduate School)
- The graduate assistantship is a one-year position (fall and spring semester). Graduate assistants are eligible to reapply to this position.
- Anticipated Start Date: July 16, 2018; Anticipated End Date: May 9, 2019
- A tuition waiver is provided with this assistantship
- Housing accommodations

Questions: Catherine Kellman, Associate Director of Residential Education, Department Residential Education