

**Graduate Assistant Job Description  
Department of Housing and Residence Life  
Hall Director Position**

**Department:** Department of Housing and Residence Life (DHRL)

**Supervisor Name:** Adam Schwarz

**Assistantship Information:** Number of HD positions DHRL will have in fall 2016: 3 or 4 TBD

Total Graduate Positions: 11 (3 - 5 GHDs, 3 – 4 ARCs) 2 GAs for Academic Success, 1 GA (PhD) for Assessment

**Summary Job Function:**

Reporting to Assistant Director of Residential Life, the Graduate Hall Director (GHD) supports the Department of Housing and Residence life in its efforts to enhance the residential experience within the Florida Atlantic University undergraduate community. A live-in position, the HD is a 1<sup>st</sup> or 2<sup>nd</sup> 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.
- **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:**

- Directly supervise 5-12 Resident Assistants
- Hold one on one meetings with student staff members.
- 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
- Train RAs on Residential Curriculum model and expectations
- Manage, track, and hold staff accountable for residential curriculum expectations
- Look at trend data from program tracking to help RAs do needs based programming for their floor
- Serve as a student conduct hearing officer
- Opportunity to advise Community council student organization
- Mediate students in conflict and provide resources
- Participate in On-call duty rotation
- Maintain confidentiality

**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
- Willingness to work nights and weekends
- Past experience in Residence Life 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 25 hour per week position. This position will receive compensation of \$10 per hour. (Because this assistantship is above 20 hours per week, approval must be granted by Graduate College)
- The graduate assistantship is a one year position (fall and spring semester). Graduate assistants are eligible to reapply to this position.
- Anticipated Start Date: August 2016, Anticipated End Date: May 2017
- A tuition waiver is provided with this assistantship
- Housing accommodations
- Partial meal plan

**Questions?** Tracy Cunningham, Director of Residence Life, Department of Housing and Residential Life,  
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