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 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 male students. The GARHD position requires a commitment to collaboration with faculty, 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 the 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, Program Director, and Resident Chaplain.
   - Participate in the management of student behavior issues in the halls by responding to incidents and situations.
   - Assist with advising the student leaders of the Hall Council and their initiatives within the community

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 a weekly staff meeting with four undergraduate CLs, Resident Chaplain, and Faculty in Residence.
   - Conduct weekly 1-on-1 meetings with four undergraduate CLs
   - 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, Navigate, and Connect software.
- Co-manage an annual residence hall programming budget of approximately $1,000.
- Undertakes other duties as assigned.