Graduate Apprentice Residence Hall Director Job Description
(Penland Hall)

Division: Student Life

Supervisor: Penland Residence Hall Director

Purpose: The Graduate Apprentice Residence Hall Director (GARHD) for Penland Residence Hall 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 430 students. A commitment to collaboration with faculty, an appreciation of cultural humility, 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 a Faculty Steward and Resident Chaplain.
   - Participate in the management of student behavior issues in the halls by responding to incidents and situations.
   - Coordinate recruitment and advise the Hall Leadership Team (HLT).

2. Staffing Functions (25%)
   - Assist in the training, supervision, and recruitment and selection of Community Leaders (CLs).
   - Participate in weekly staff and 1-1 meetings with the Residence Hall Director, 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.
   - 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 Office Assistants.
   - Encourage and contribute to the development of positive working relationships
between CLs and academic support partners, Faculty in Residence, Resident 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.