



## **Graduate Assistant Residence Hall Director Job Description (North Village University House)**

**Division:** Student Life

**Supervisor:** North Village Residence Hall Director

**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 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 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.