Assistant Hall Director

I. GENERAL DESCRIPTION

The Assistant Hall Director (AHD) holds part-time, live-in, ten-month appointment in the Office of Residence Life and the Division of Student Affairs. Assistant Hall Directors report to the respective Residence Hall Director for the building.

The Assistant Hall Director will provide help with responsibilities in the areas of student development, staff development, and hall administration. Additionally, (s)he is expected to fully participate in the programs and activities of the Office of Residence Life within the Division of Student Affairs.

The Assistant Hall Director works with hall staff to help students in contributing to the development and sustenance of a community characterized by respect, caring and honesty and in advancing the campus ethos through behaviors which demonstrate respect for self, respect for others, respect for property, and respect for authority.

II. SPECIFIC RESPONSIBILITIES

A. Student Development

1. Assist the Residence Hall Director to develop a residential community that focuses on academic, personal, and interpersonal growth in individuals and the community as a whole.

2. Advise and provide leadership to the hall government including regular meetings with executive board members; may serve as an advisor to an RHA all campus event or local, regional, or national student conference.

3. Anticipate and respond to the crisis management needs of the residence hall, including duty nights and weekends as coordinated with the Residence Hall Director. AHDs will also participate in campus-wide duty coverage.

4. Enforce University and residence hall policies and procedures and serve as a student conduct administrator for policy violations that occur within the hall.

B. Staff Development

1. Maintain clear, consistent communication with the Residence Hall Director on issues of staff and student concerns, staff and student conduct, programming, crises, and critical incidents.

2. Participate in the recruitment and selection of student staff members including Resident Assistants and Hall Secretaries. AHD will be responsible for directly supervising Hall Secretaries.

3. Work with the Residence Hall Director to plan and implement building specific training programs; and participate in professional staff development and in-service training sessions.

4. Assist in supervision of Resident Assistants by conducting individual meetings with them to discuss expectations, programming requirements, resident concerns, etc. and to provide guidance as needed.
C. Administration

   1. Hold regular office hours, attend weekly meetings with the Residence Hall Director and attend weekly Office of Residence Life departmental meetings.

   2. Coordinate and monitor all roommate agreements for the building.

   3. Track and monitor RA community development activities to include active and passive programming endeavors.

   4. Serve on hall-wide senior staff team compromised of Residence Hall Director, Facilities Manager, Hall Minister, Building Mechanic, Dining Manager, and Custodian.

III. ADDITIONAL EXPECTATIONS

Involvement in the following opportunities ensures full participation in departmental decision making and divisional activities, and provides for the professional growth of the Assistant Residence Hall Director:

A. Committee Involvement
   Each Assistant Hall Director may serve on committees, task forces and special projects within the department and division. These department committees will include Resident Assistant Training, Resident Assistant Selection, and Residence Life Leadership.

B. Professional Staff Selection
   Each Assistant Hall Director is expected to participate in on campus interviews of Residence Life professional staff.

C. Professional Development
   Each Assistant Hall Director is encouraged to participate in professional development opportunities within the department, the Division of Student Affairs, the University and through regional professional organizations.

D. Special Projects
   Each Assistant Hall Director may assist with additional building specific projects. These may include the following:

   • Ambassador Program
     The Assistant Hall Director may recruit, train, and schedule a team of students to provide residence hall tours and assist with specialty tour events/days and coordinate residence hall show rooms.

   • Education Programming Series
     The Assistant Hall Director may coordinate an educational programming series within the hall by providing Resident Assistants with their collateral assignments.

   • Liaison with Residence Life Programming Assistant
     The Assistant Hall Director will serve as a liaison with undergraduate programming assistant for in-hall programming opportunities and to create supplemental staff resources.

IV. COMPENSATION

• 18 credit hours provided each academic year – 9 per semester
• $7,000 stipend each year
• Fully furnished 1 bedroom apartment
• Meal Plan
- Parking (valued at $1000)
- Eligible for student insurance as a full time student