

# **Assistant Hall Director**

## **Office of Residence Life – Marquette University**

### **I. GENERAL DESCRIPTION**

The Assistant Hall Director (AHD) holds a part-time, live-in, ten-month appointment in the Office of Residence Life as part of 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, the AHD 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 in developing 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 community programming council 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 Office of Residence Life. AHDs 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 to discuss expectations, residential curriculum expectations, 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. Track RA fulfillment of residential curriculum expectations via Roompact.
3. Serve on hall-wide senior staff team comprised of the Residence Hall Director, Facilities Manager, Hall Minister(s), Building Mechanic, Dining Manager, and Custodian.

### III. ADDITIONAL EXPECTATIONS

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

**A. Committee Involvement**

Each Assistant Hall Director may serve on committees, task forces and special projects within the department and division. Department committees include Resident Assistant Training, Resident Assistant Selection, among others.

**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 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.

- **Hall Programs**

The Assistant Hall Director may collaborate with other staff and students such as Hall Ministers, Programming Assistants, and Community Programming Council members to provide ongoing opportunities for training and development in the hall.

### IV. REMUNERATION

- 18 credit hours provided each academic year – 9 per semester
- \$9,000 stipend each year
- Fully furnished 1 bedroom apartment
- Meal Plan
- Parking (valued at \$860)