

Division of Student Affairs
University of Wisconsin-Eau Claire
Graduate Student Intern position – Assistant Residence Hall Director
Housing and Residence Life

Title: Assistant Residence Hall Director (AHD)

Department: Housing and Residence Life

Reports to: Hall Director directly, Associate Director indirectly

Classification: Graduate Student Intern

Hours of work: Approximately 20 hours per week; may include some night and weekend hours

This is an academic year graduate student staff appointment with summer employment opportunities, which oversees a residence hall operation and is a Campus Security Authority. Within the scope of the Residence Life mission, this position will report to and assist the Hall Director in the creation of the best possible living and learning environment for the respective living areas. There may be optional additional break duty work available for this position.

Requirements

Candidate must possess a Bachelor's Degree and previous living or employment experience in residence halls. Ideal candidates will have an interest in pursuing a future career in Higher Education or related field and/or have evidence of solid performance as a staff member. Individuals who are successful should possess solid interpersonal, programmatic and administrative skills. Must be eligible for at two year appointment, subject to renewal annually based on performance and enrolled as a full time graduate student in the UW-La Crosse Student Affairs Administration UWEC partner program.

Objectives:

- To provide a professional development experience with significant impact on student success and development.
- To help provide residence hall leadership in order to meet the diverse needs of students
- To develop community environment that will benefit the student body at the University of Wisconsin-Eau Claire.
- To provide the intern with the opportunity to develop their skills and increase their marketability as they look to professional opportunities in the future.

Job Description

The primary duties will include:

Oversee the residence hall community with the support of a Residence Hall Director.

- Supervise, hire, and evaluate RA and desk staff
- Oversee hall programming efforts with staff and/or hall government.
- Co-advise hall government
- Meet with students in judicial procedures
- Assist with staff and leadership team training and meetings as designated by Hall Director with possibilities to facilitate meetings, developments, and social activities.
- Develop a community with commitment to equity, diversity and inclusiveness.

Assist Hall Director with administrative responsibilities.

- Occupancy reports which provide a current listing of all students moving in and out of the residence halls and also those students changing rooms within a residence hall.
- Reports specifying any serious sickness within the residence hall as well as admissions to the hospital.
- Periodic reports indicating what social, cultural or educational activities have been scheduled in the residence hall.
- Housing Incident Report forms-these reports keep the Housing Office informed of disciplinary situations or unusual occurrences within the hall. An indication of what corrective action was taken is included on the follow-up conference form.
- Work requests.

Availability

- The Assistant Residence Hall Director will return to the residence hall prior to its official opening and remain in the hall after the official closing in order to complete all administrative responsibilities to include preparing the hall for opening, and securing the hall prior to leaving for the holiday or vacation period. These interim periods should be used to secure the building and /or to make preparations for the opening of the hall.
- There is no definite time during which the Assistant Residence Hall Director must be in the residence hall. However, during the day, she/he should be willing to help the residents whenever possible. Assistant Residence Hall Directors are expected to sleep in their buildings unless taking approved time off, and to respond to evening building emergencies when present in the building.
- Additional Responsibilities
 - Take an active leadership role in the development, implementation and evaluation of various projects and committees. Participate in future long and short-range program planning.
 - Perform any other job-related responsibilities as directed.
 - Act in Hall Director's absence under the Associate Director's guidance and Hall Director's direction.

Stipend:

\$14,000 for July 23, 2018 to May 25, 2019. Health Insurance and on-campus housing will also be provided.

** Additional summer work may be available.

APPLICATION PROCEDURE: Applications are submitted electronically.

Please apply by e-mailing the following to Deborah Newman at newmandl@uwec.edu

Please submit a single pdf file within the resume attachment. It is not necessary to attach the cover letter and references separately. Be sure to include the following in your application:

- * Letter of application
- * Resume
- * Contact information for three references

Priority consideration will be given to applications received on or before 2/27/17 and may continue until the position is filled. If you have questions, please contact Deborah Newman at newmandl@uwec.edu or 715-836-3675.

The university reserves the right to contact additional references with notice given to the candidates at an appropriate time in the process. Applicants' names are subject to public release unless confidentiality has been requested in writing. Names of all finalists must be released upon request. A criminal background check will be required prior to employment.

UW-Eau Claire is an AA/EEO/Veterans/Disability employer dedicated to enhancing diversity, equity, and inclusivity.

Revised 10/17