

## Graduate Hall Director

### College Overview

Western Technical College is one of 16 Wisconsin technical colleges that make up the Wisconsin Technical College System. Western is located in La Crosse, WI. We have five regional locations in Black River Falls, Independence, Mauston, Tomah, and Viroqua. Western offers many programs that lead to an associate of applied science degree. These programs are in four divisions: Business, General Studies, Health and Public Safety, and Industrial Technologies.

Mission: *Western Technical College provides relevant, high quality education, in a collaborative and sustainable environment, that changes the lives of students and grows our communities.*

### Office Overview

The purpose of the Student Life Office is to provide essential support for students, faculty and staff of Western Technical College. We strive to provide dynamic and engaging opportunities for student involvement, advocacy, and support, while also providing crucial and relevant services for all Western stakeholders.

Services and programs offered out of the Student Life Office include, but are not limited to: Residence Life, Student Government, Student Clubs and Organizations, Student Wellness Programming, the Wellness Center, Diversity and Inclusion services, Violence Prevention services, Title IX Coordination, Student Grievances, Student Conduct, Campus Security, and Parking Services.

### Position Overview

Support the Student Life Office by providing general administration, development, and implementation of student life programs in the Residence Hall. Provide resources and assistance that make the Residence Hall community a place that supports and enhances all aspects of student life.

### Key Responsibilities

- Work within an on-call rotation for the Residence Hall and respond as needed to in-Hall situations
- Collaborate with the Student Life Coordinator and Student Life Administrative Assistant regarding housing processes
- Directly supervise Desk Assistant Team, including coordinating scheduling, and any scheduling changes as necessary, collecting and reviewing Desk Staff timecards and organizing monthly Desk Staff team meetings
- Assist RA team with providing consistent, relevant, and fun programming in the community, centered around the Residence Hall Community Values
- Provide On-Call assistance to RA team to address emergent issues, and to provide support and assistance
- Communicate and interact consistently with students through various methods, with appropriate and comfortable boundaries
- Support students in need by providing crisis response, and inform and/or refer to appropriate campus partners (Counseling Services, Student Life Office, Violence Prevention, etc.)

### Professional Competencies

This assistantship experience will emphasize the ACPA/NASPA competencies of:

- Personal and Ethical Foundations
- Leadership
- Organizational and Human Resources
- Social Justice and Inclusion
- Student Learning and Development

**To Apply:** visit <https://www.westerntc.edu/employment>

**For Questions, Contact:**

Leah Durnin Hoover, M.S. Ed. | Student Life Coordinator  
[durninhooverl@westerntc.edu](mailto:durninhooverl@westerntc.edu) | 608-785-9446