

University of Wisconsin
Eau Claire

Job Title: Assistant Residence Hall Director (AHD)	
Supervisor: Assigned Hall Director	Department: Housing & Residence Life
E-mail: newmandl@uwec.edu – Deb Newman, Associate Director of Housing & Residence Life	Phone: (715) 836-3675
Start Date: 7/25/23	End Date: 5/31/25
Compensation/benefits: \$14,000 stipend for 10-month contract, approx. 20 hours/week <ul style="list-style-type: none"> • Meal plan when Dining Services is in operation, parking permit, and 1 furnished apartment provided • Eligible for health insurance through the UW System • Potential summer employment opportunities 	
Requirements: Must have previous living or employment experience in a residence hall	
About the Institution:	Consistently rated in the Top 10 public Midwestern universities, the University of Wisconsin-Eau Claire is one of 13 four-year public institutions in the University of Wisconsin System. Current undergraduate enrollment is over 10,000 students with over 60% being Wisconsin residents. Students can participate in over 80 majors in an average class size of 21. Campus Pride also ranked UWEC the Best College in Wisconsin for LGBTQ+ students. Eau Claire is located about 90 miles from the Twin Cities in Minnesota. For more information, please view the university website .
Primary Duties:	<ol style="list-style-type: none"> 1. Assist in supervision, hiring, and evaluation of RA & desk staff, and oversee hall programming efforts with staff and/or hall government. 2. Assist with staff and leadership team training and meetings as designated by Hall Director with possibilities to facilitate meetings, developments, and social activities. 3. Develop a community with commitment to equity, diversity, and inclusiveness. 4. Co-advise hall government, oversee Towers Desk Operation, and assist with Residence Hall Association advising. 5. Meet with students in judicial procedures. 6. Complete occupancy reports; periodic reports indicating what social, cultural, or educational activities have been scheduled in the residence hall; Housing Incident Report forms; reports specifying any serious sickness within the residence hall as well as admissions to the hospital; and work requests. <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> • The AHD 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. • Expected to sleep in assigned apartment unless taking approved time off, and to respond to evening building emergencies when present in the building • May include some night & weekend hours <p>For further questions about the department, please view the department website or contact Deb Newman.</p>