

## Graduate Hall Director Position Description

### **General Function and Scope of Responsibility**

The primary responsibility of this position is the coordination of an educational residential facility, housing approximately 100-150 students (all single rooms). The main responsibilities of this position include student leader supervision and development, community and education development, student well-being and conduct, and administrative management. It is a 25 hour/week position.

This 12-month contract shall be from July 17, 2023-June 30, 2024. There is some flexibility built into these dates, if needed. To be eligible for this position, you must be enrolled in a graduate program (either at UWSP or an on-line program). Employee must be enrolled as a student throughout the term of employment.

### **Summary of Responsibilities**

#### ***Student Leader Supervision and Development***

- select, train, supervise, and evaluate hall staff, which may include Resident Assistants and front desk staff
- provide leadership coaching for the hall volunteer leadership team in organizing and implementing events for students
- plan and facilitate weekly student RA staff meetings to coordinate initiatives, share information and provide ongoing training and development
- provide direction and accountability to student staff for the enforcement and proper documentation of Housing and Residence Life policies
- create opportunities for team building, interaction, and cooperation for Core team (residence hall staff and leadership team)
- meet regularly with student staff members to discuss community issues, resident concerns, and monitor progress of the staff member
- meet regularly with leadership team members to provide ongoing training, discuss upcoming events, provide direction and guidance, and evaluate activities.
- plan and facilitate monthly front desk staff meetings to share information, monitor processes, and provide feedback on improvements

#### ***Community and Educational Development***

- provide and promote educational opportunities focusing on awareness and appreciation of cultural differences and building an inclusive and respectful community
- promote and support the mission of UW-Stevens Point, Division of Student Affairs, and Housing and Residence Life
- utilize Housing and Residence Life's community Development Model to guide student leaders in planning hall events and resident interactions
- support activities planned and implemented by the hall's student staff and Leadership Team
- promote an environment conducive to academic success, development, and learning
- understand and enforce UW System, UW-Stevens Point, and Housing and Residence Life policies

#### ***Student Well-Being and Conduct***

- maintain a high level of communication and consultation with the Dean of Students Office involving student behavior and concerns
- serve as the primary conduct officer for the hall; consistently enforce university policy and adjudicate student conduct cases while maintaining accurate records in Maxient
- serve on a rotating on-call schedule covering half of campus residence halls
- encourage students to assume responsibility for behavior and decisions affecting their community

# HOUSING AND RESIDENCE LIFE

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- utilize case management to respond to and support students of concern while maintaining accurate records in the Maxient system
- serve as Campus Security Authority, as outlined by the Clery Act, to include completion of required training and reporting of all crimes to the university
- as a university employee, report witnessed or otherwise reported incidents of sexual assault to the Office of the Dean of Students (36.11(22)(c))
- serve as a Responsible Employee, as defined by Title IX and UWSP Policy 14.2, to report thorough and complete information about sexual harassment, sexual assault, dating violence, domestic violence, stalking, and other gender-based discrimination

## ***Administration/Management***

- attend regularly scheduled professional staff meetings, professional developments, desk manager meetings, and other meetings as necessary
- oversee front desk operation of the residence hall through monitoring security, providing customer service, and mail distribution
- establish and maintain positive relationships and regular communication with campus partners
- participate in one departmental committee
- complete assigned summer projects and committee work
- perform administrative tasks in accordance with established Housing and Residence Life procedures and deadlines
- analyze and use assessment data to improve the student experience
- utilize StarRez to assist with occupancy management and front desk operations
- manage internal residence hall budget
- perform purchasing functions for the hall and maintain accurate and timely purchasing statements
- address and monitor facility concerns, maintenance, repairs, and cleanliness
- maintain proper health and safety standards within the residence hall
- perform other duties as assigned and directed by Housing and Residence Life central staff or other UWSP administrators

## **Required Qualifications**

- Bachelor's degree
- demonstrated supervision skills
- demonstrated initiative and experience in community development
- demonstrated administrative skills including an ability to manage multiple priorities
- demonstrated proficiency of communication skills, including verbal, written, and interpersonal

## **Preferred Qualifications**

- demonstrated initiative and experience in academic support
- experience with student conduct and disciplinary procedures
- experience with crisis management

## **Requirements of Position**

- must be enrolled in a graduate program (either at UWSP or an on-line program). Must also meet the minimum GPA required for the academic program in which enrolled.
- live in the Hall Director apartment as a condition of employment. A \$250 security deposit is required and needs to be paid in full by the end of your first semester.
- forego all other employment while the University is in session.
- not participate in any major co-curricular commitment without the expressed consent of your immediate supervisor.

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- return to the university and your assigned residence hall as directed prior to the beginning of your contract to participate in a staff training program and to assist in the orientation of students to the residence hall.
- must be present during any closed weekends outlined in the Housing and Residence Life manual.
- provide coverage in the hall during opening and closing times. The type and length of coverage during the semester will be decided jointly by an assistant director and/or director of Housing and Residence Life and the Graduate Hall Director. The hall director's departure may be delayed pending check-out and other closing duties which will be identified by the assistant director and/or director of Housing and Residence Life.
- must maintain a semester grade point average of 2.6 and receive approval to carry more than nine graduate credits.

## **Compensation**

- living accommodations in the Hall Director apartment for the period July 17, 2023 through June 30, 2024.
- meal allowance for each semester during the 2023-2024 academic year.
- stipend of \$19,000 for 12 months.
- washer/dryer included
- parking pass paid by department
- department issued laptop
- live-in partner policy-opportunity to have a pet, (one cat or dog only); however, they must be approved by the maintenance staff. If approved, your security deposit must be paid in full before obtaining a pet. The Graduate Hall Director must refer to Housing and Residence Life's apartment pet policy and follow the guidelines of this policy.