Office of Residence Life
Assistant Hall Director Position Description

POSITION SUMMARY
The Assistant Hall Director is a member of the Professional Staff within the Office of Residence Life at the University of Wisconsin-La Crosse which is in the Division of Student Affairs. The Assistant Hall Director is a graduate student in the Student Affairs Administration in Higher Education program at UW-La Crosse. The Assistant Hall Director’s primary responsibility is to assist in the operation of the residence hall in which they are assigned. The Assistant Hall Director acts in the absence of the Residence Hall Director. The Office of Residence Life views this position as an apprenticeship for those seeking to enter the field of Residence Life after graduation.

The Assistant Hall Director is supervised by a Residence Hall Director. The period of employment is for ten months, generally beginning August 1 and ending May 30. The following job responsibilities will require Assistant Hall Directors to work evenings and some weekends to meet the needs of the department, and to maximize our effectiveness in working with students.

Learning Competencies
This Graduate Assistant experience will emphasize the ACPA/NASPA competencies of:

- Human and organizational Resources (NASPA)
- Leadership (ACPA)
- Advising and Supporting (ACPA)
- Student Learning and Development (ACPA)

JOB RESPONSIBILITIES
The Residence Hall Director and Assistant Hall Director will work together to delineate responsibilities for the academic year. This is based on the Assistant Hall Director’s experience level, academic work load and internships. To gain experience in each of these areas, the Residence Hall Director may reassign different responsibilities second semester.

Within the operation of the residence hall, the Assistant Hall Director will have the opportunity to experience the following:

1. LEADERSHIP DEVELOPMENT AND ADVISING
   a) Serve as primary advisor to an in-hall student leadership group known as Core Team.
   b) Implement orientation and training of core leaders ensuring students of all identities are able to find success in this leadership role.
   c) Coordinate with the Hall Director in the orientation and training of new and returning students as it relates to the Core Team and other leadership positions.
   d) Convene and advise weekly Core Team meetings.
   e) Conduct regular one-on-one meetings with hall leaders.
   f) Ensure a wide array of leadership development opportunities are available to residents including student interest groups (Links) and the initiatives coordinated by the Office of Residence Life.
   g) Disseminate knowledge of campus resources, policies and procedures to students to assist with their initiatives.
   h) Assist Core Leaders in organizing and implementing events for students in the residence hall and for all on-campus students.
2. **COMMUNITY AND EDUCATIONAL DEVELOPMENT**
   a) Establish effective relationships with students and encourage student interaction to develop interpersonal relationships.
   b) Implement a residence hall community development plan in cooperation with Hall Director.
   c) Create an academically-focused residence hall environment that supports student success and learning.
   d) Provide and promote educational opportunities that focus on awareness and appreciation of cultural differences, self-assessment of personal bias, and building an inclusive and respectful community.
   e) Collaborate with campus entities in developing residence hall initiatives.
   f) Initiate and conduct internal assessment projects pertinent to residence halls.

3. **STUDENT CONDUCT AND WELL BEING**
   a) Provide direction and accountability to student staff for the enforcement and proper documentation of Residence Life policies.
   b) Work under the guidance of the HD in adjudicating policy violations involving students living in assigned residence hall.
   c) Maintain responsibility for reporting mental health and student safety concerns to assigned supervisor and/or Assistant Director of Residence Life. Work directly with Student Life when needed.
   d) Respond to incidents of hate/bias using the departmental protocol and with an ethic of care for all impacted students.
   e) Respond to emergencies and crisis situations providing support and resources to students including proper referrals to other university offices.
   f) Participate in on-call duty rotation for the Office of Residence Life.

4. **STUDENT STAFF SUPERVISION AND DEVELOPMENT**
   a) Share in the responsibility for recruitment, selection, training, and evaluation of residence hall staff.
   b) Co-supervise student staff in their assigned residence hall. This may include any or all of the following: Resident Assistants, Desk Coordinator, Administrative Assistant, and Desk Assistants.
   c) Develop and cultivate an understanding of the intersecting identities on your team. Promote opportunities to share and discuss the how cultural humility should be used to fulfill student staff expectations.
   d) Promote student development and staff team development.
   e) Conduct regular one on one meetings with student staff as arranged in consultation with the Hall Director.

5. **ADMINISTRATION/MANAGEMENT**
   a) Assist with opening and closing the residence hall each semester and designated breaks.
   b) Provide oversight of Desk Operations within the Residence Hall ensuring quality customer service as well as efficient and effective systems in the delivery of services.
   c) Assist in the management and tracking of residence hall budgets. Attend monthly audits with Assistant Director of Operations.
   d) Verify and approve hourly payroll of all Desk Assistants and other employed students as necessary.
   e) Maintain proper health and safety standards within residence hall.
   f) Work to establish a positive relationship with the Housekeeper(s) and Housekeeper Supervisor to ensure cleanliness and general maintenance of the residence hall.
   g) Work to establish a positive working relationship with maintenance personnel. Report damages/repairs to the appropriate maintenance personnel.
   h) Participate in planning for facility improvements and communicate needs to Hall Director and Assistant Director of Facilities.
   i) Assist Hall Director in responsibility for the proper security of building keys.
   j) Attend and actively participate in Residence Life Professional Staff meetings and professional developments as scheduled.
   k) Conduct regular one-on-ones with Hall Director.
   l) Assist in the administration involved in the occupancy management process using StarRez.