GENERAL DESCRIPTION
The Graduate Hall Director will assume responsibility for an area within the Office of Residence Life. This will include live-in, direct supervision of one residential community. The halls range in occupancy from 136 to 153 residents. Park Village suite style apartment complex houses 200 students. Facilities are co-ed by floor/wing. The Graduate Hall Director supervises six to eight Resident Assistants. The Graduate Hall Director will also assume responsibility for additional areas within the department such as staff selection, training, programming and community development, summer camps and conferences. The Graduate Hall Director works under the direct supervision of the Director of Residence Life.

QUALIFICATIONS
Bachelor’s Degree required
Admission to an online accredited graduate program in Student Affairs required. Previous residence hall staff experience and supervisory experience are required.

RESPONSIBILITIES
Major responsibilities include, but are not limited to the following:

A. Selection, training, supervision and evaluation of student staff and employees
   1. Facilitate and participate in extensive pre-service as well as on-going in-service training sessions (e.g. staff retreats, staff development exercises and activities, leadership workshops).
   2. Plan and facilitate weekly staff meetings.
   3. Conduct bi-weekly meetings with individual staff members.
   4. Perform formal evaluation of each staff member every semester.
   5. Facilitate interviews for department-wide staff selection processes.

B. Administration
   1. Direct the overall management and operation of the residence hall and assigned area.
   2. Perform weekend duty (approximately five times per semester) as scheduled.
   3. Establish office hours for availability to residents and staff
   4. Submit administrative reports and forms (e.g. weekly occupancy reports, room change forms, single room contracts, resident assessment).
   5. Coordinate desk operations.
   6. Collaborate with hall custodian and maintenance staff
   7. Supervise hall opening and closing procedures.

C. Student Conduct
   1. Communicate guidelines of conduct which protect the individual student's rights and define student responsibilities.
   2. Serve as initial disciplinary hearing officer.
   3. Generate related correspondence to residents.
   4. Advise and support Resident Assistants in matters of student conduct
   5. Consult with Director of Residence Life regarding referrals or other necessary action.
D. Programming
1. Develop and implement programming model.
2. Support programming efforts through presenting programs, attending programs and providing resource information for staff programming.

E. Resource for Residents
1. Provide assistance and information regarding hall issues and concerns, departmental policies, etc. In addition, serve as a resource regarding university departments, services and facilities.
2. Coordinate emergency procedures (e.g. medical/personal concerns, fire alarms, threatening weather situations, and urgent maintenance needs).
3. Counsel and refer regarding personal and academic concerns.

TERMS OF EMPLOYMENT
A. Period of employment: This is a 12 month appointment. Beginning and ending dates are approximately June 1st through May 31st. Reappointment is conditional upon performance of the individual and the staffing needs of the Department.

REMUNERATION AND BENEFITS
A. A furnished, one or two-bedroom apartment is provided for the Graduate Hall Director, spouse and legal dependents. Each utilized apartment is provided with air conditioners during the summer months. All residences are smoke-free in alignment with the smoke-free campus.
B. The Graduate Hall Director is provided a $2,000 meal stipend per academic semester.
C. Monthly stipend that is roughly $11,000 for the 10 months with possible summer employment opportunities.