University of Wisconsin-La Crosse
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.

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 Residence Hall Council.
   b) Coordinate with the Hall Director in the orientation and training of new and returning students as it relates to the Core and other elected leadership positions as well as general knowledge about the Hall Council.
   c) Convene and advise weekly Core and Leadership Team meetings.
   d) Conduct regular one-on-one meetings with elected hall leaders.
   e) Support overall student leadership development initiatives in Residence Life.
   f) Disseminate knowledge of campus resources, policies and procedures to students to assist with their initiatives.
   g) Assist Core Leaders in organizing and implementing programs for students in the residence hall and for all on-campus students.

2. **PROGRAMMING AND EDUCATIONAL DEVELOPMENT**
   a) Design and implement community development efforts within the residence hall following basic parameters of the Office of Residence Life, in cooperation with Hall Director.
   b) Create an academically-focused residence hall environment that supports student success and learning.
   c) Assist and advocate for underrepresented students to personally identify, prioritize, and achieve educational
goals and developmental needs.

d) Provide educational opportunities that focus on awareness of cultural differences, self-assessment of possible prejudices, and desirable behavior changes.

c) Assist students in understanding difference and its impact on social justice issues.

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 found in the Residence Life Code of Conduct.

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 Area Coordinator. Work directly with Student Life when needed.

d) Respond to emergencies and crisis situations providing support and resources to students including proper referrals to other university offices.

e) Provide periodic weekend duty coverage for the Office of Residence Life.

f) Establish effective relationships with students in the residence hall community.

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, Assistant Housekeepers, Administrative Assistant, Learning and Enrichment Coordinator, and Desk Assistants.

c) Promote student development and staff team development.

d) Conduct regular one to 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.

c) 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 Assistant Director of Facilities. Participate in planning for facility improvements and communicate needs to Hall Director and Assistant Director of Facilities.

h) Assist Hall Director in responsibility for the proper security of building keys.

i) Attend and actively participate in Residence Life Professional Staff meetings and professional developments as scheduled.

j) Conduct regular one-on-ones with Hall Director and Assistant Director of Residence Life.

k) Assist in the administration involved in the occupancy management process using StarRez.