Department: Housing and Residence Life

Title: Graduate Hall Director

Contact:
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Job Description
The Graduate Hall Director (HD) is a 30-hour per week graduate student staff position of the Department of Housing and Residence Life at the University of West Florida who will directly supervise a residence hall, apartment complex or complex of buildings. It is a live-in position that requires the HD to reside in their area of responsibility. The number of staff under the HD, as well as the number of residents, will vary by area. The Hall Director is supervised by a Residence Life Coordinator (RLC). The Hall Director will have responsibility in supervision, advising, programming, student conduct, facility oversight, and on-call responsibilities. The Hall Director may also be responsible for facilitating a Living-Learning or theme community.

Job Responsibilities
• Maintain the everyday running of a designated residence hall
• Supervise a Lead Resident Assistant, Resident Assistants, and Student Desk Assistants
• Attend and participate in all scheduled Department of Housing and Residence Life trainings and meetings which include, but are not limited to: Hall Staff Meetings, On-Going Trainings, Graduate Staff Meeting, etc.
• Recruit, advise, and support a Hall/Community Council
• Assist with staff selection and staff training
• Conduct Educational Conferences and Housing Interventions for violations of Residence Life policies and/or the Student Code of Conduct
• Maintain contact with residents of the residence hall or apartment complex
• Participate in an on-call duty rotation for on-campus residents, including holidays and University breaks
• Serve on department and university committees
• Other duties as assigned
On-Campus Housing Provided:
By nature of the position, our graduate staff are required to live on campus in their area of responsibility and are provided with a furnished on-campus apartment. Graduate staff are expected to reside in this assigned space for the duration of the employment and are expected to maintain presence in the assigned apartment overnight during the week and weekend, except during approved time off. Graduate staff wishing to have additional occupants reside in the apartment must have approval from the Director of the Department of Housing and Residence Life or designee, and it is expected that the graduate staff and guests will follow all HRL policies while in the on-campus apartment. Pets maybe permitted in the apartment with advance approval from the Director of the Department of Housing and Residence Life or designee.

Job Qualifications
- Enrollment as a full time graduate student in a UWF graduate program
- Ability to effectively work with university students, demonstrate a sense of job responsibility and maturity and show evidence of leadership skills
- Ability to organize tasks, prioritize duties, and effectively complete the many components of the job
- Ability to collaborate with a variety of campus partners, including Student Affairs departments, University Faculty members, and fellow Housing staff members
- Skills to effectively lead and facilitate group discussions
- A solid understanding of ethical situations and the ability to think critically
- Ability to lead small-group training sessions, engage in public speaking, and design and conduct experiential learning programs
- A working knowledge of residential living-learning philosophy
- Ability to interact with a diverse student population

Term of Employment:
30 hours per week for 10 months
Move in and training will be mid July 2018
The employment period will end mid May 2019
Summer opportunities may be available through a separate application process
Future employment is dependent on job performance
May not hold any other outside employment including additional paid assistantships
Maintain a 3.0 cumulative GPA
Remain in good standing with the university, department, and graduate program

Compensation
- An on campus furnished residence valued at approximately $7,000 including utilities, basic cable access, local telephone service, and high speed internet access
- A $9,000 stipend for a ten month appointment paid in equal bi-weekly installments (will be adjusted to reflect weeks not worked through contract)
- A meal plan valued at $600 per semester for use in campus dining facilities (Fall and Spring only)
- In state tuition and matriculation waiver for $100 per credit hour a semester (if honored through your graduate program)
- Professional development opportunities provided throughout the year