

**Department:** Housing and Residence Life

**Title:** Graduate Hall Director

### **Overview of Housing and Residence Life**

The University of West Florida's Housing and Residence Life department works to establish an educational living and learning environment for approximately 1,300 students residing in 7 residence halls and apartment complexes.

### **Overview of the Position**

The Hall Director reports to a Residence Life Coordinator (RLC) and collaborates with their supervisor to shape the environment and experiences of residential students by providing services and programs.

All positions within the Housing & Residence Life department begin with mandatory training in mid-July each year. This is a full-time training which runs through early August. All assistantships require some scheduled night and weekend obligations per semester. These obligations can be associated with major department events, including, but not limited to: move-in weekends and hall closing days. As with any live-in position, staff members are also responsible for handling crises as they occur. These assistantships will average 30 hours per week over the course of the academic year.

### **Job Responsibilities**

Listed below are both specific job duties of the Hall Director position as well as minimum professional standards expected of all Housing & Residence Life employees. These responsibilities encompass student and community development initiatives, both proactive and reactive, that directly influence the success of our residential students. They also detail administrative responsibilities, foundational to this success. Finally, they exhibit behaviors that demonstrate professionalism and a commitment to the values of the department.

#### Community Development

- Cultivate a positive and engaging living environment that enables students to build relationships and to foster a sense of belonging
- Maintain high visibility and availability, including attending community events, and regularly touring the community and interacting with residents
- Know the residents in order to provide personal, social, academic, and occupational support and referral
- Utilize institutional data to assess and respond to student needs
- Collaborate with student and professional staff to implement residential learning opportunities
- Serve as the financial, programmatic, and leadership adviser to each area's Community Council involving regular individual & group meeting with student members

### Supervision

- Train, supervise, and evaluate a team of student staff members, including Resident Assistants (RAs) and Student Desk Assistants (SDAs)
- Host weekly staff meetings to communicate upcoming events, discuss community concerns, and facilitate professional development experiences related to the goals of the Housing & Residence Life department
- Conduct regular one-on-one (1:1) meetings with RAs
- Ensure RAs are appropriately confronting and documenting behavioral issues and concerns
- Provide regular formal and informal feedback regarding job performance to student staff, including managing parts of the accountability process for student staff members
- Ensure that RA duty procedures are followed as outlined in departmental guidelines
- Oversee the implementation and tracking of programs and strategies that enable student learning & community development

### Student Conduct and Crisis Management

- Review all incident reports that take place in the community
- Conduct Educational Conferences and Housing Interventions for violations of Residence Life policies and/or Student Code of Conduct
- Respond to residents in need and document follow up with situational concerns, referring to other professionals, when appropriate
- Provide leadership during times of crisis in and adjacent to the community
- Assist in emergency situations as needed
- Implement UWF and HRL objectives, policies, rules, and procedures
- Participate in an on-call duty rotation for on-campus residents, including holidays and University breaks

### Professional Development & Administration

- Report, track, and follow up on maintenance issues with appropriate staff
- Help to facilitate student check-in, check-out, and room changes; assist with room condition and damage billing processes
- Attend and participate in all scheduled Housing and Residence Life trainings and meetings which include, but not limited to: Summer and Spring staff trainings, Hall Staff Meetings, On-Going Trainings, Graduate Staff Meeting, Large Scale Programs, etc.
- Participate in departmental and divisional professional development activities
- Participate in the recruitment, selection, and training of staff members for Housing and Residence Life
- Serve on department and university committees as needed

### Overarching Staff Expectations

- Maintain the everyday running of a designated residence hall/apartment complex
- Serve as an appropriate role model by following policies and procedures, accepting and completing assigned responsibilities, and encouraging participation in Housing and Residence Life activities
- Practice ethical stewardship of university resources, including managing each area's designated budget and any associated administrative tasks, such as purchasing program supplies.
- Demonstrate a commitment to diversity by promoting and attending campus & community multicultural events, facilitating professional development with student staff, presenting on diversity, or implementing strategies.
- Demonstrate a consistent willingness to work with individuals from a diverse variety of backgrounds and social identities.
- Create and maintain positive professional relationships within the department and across the university
- Perform all expected duties of the position and additional duties as assigned or related to community development by the RLC, AD and/or other departmental staff

### Terms of Employment

- Housing & Residence Life Graduate Assistants are expected to work 30 hours per week. Due to the nature of the position, some weeks may require more hours, and other weeks will require less.
- This is a 10-month position
  - Move in and graduate staff training will begin mid-July 2020
  - The employment period will end mid-May 2021
  - Summer opportunities may be available through a separate application process; continued or future employment is dependent on job & academic performance during the academic year
- Housing & Residence Life Graduate Assistants may not hold any other outside employment, including additional paid assistantships
- Must maintain a 3.0 cumulative GPA
- Must remain in good standing with the university, department, and graduate program

### Compensation

- In-State tuition and coverage of academic credit cost up to 9 credits per semester
  - Fall & Spring semesters only
  - Students are responsible for university fees, textbooks, parking pass, and other associated costs
- A \$9,000 stipend for a ten-month appointment paid in equal bi-weekly installments
- An on-campus furnished apartment including a designated parking space, utilities, washer & dryer, basic cable access, and high-speed internet access (available for domestic partners as well)
- A meal plan valued at \$600 per semester for use in campus dining facilities (Fall & Spring only)
- Professional development opportunities provided throughout the year

### Basic Qualifications

- This position requires a Bachelor's degree in any field
- Full-time enrollment in any graduate program at the University of West Florida for the period of the assistantship is necessary (9 graduate credit hours per semester)

### Preferred Qualifications

- Previous experience previous experience working on a college campus as a para- or professional staff member
- 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 & Residence Life staff members
- A solid understanding of ethical situations and the ability to think critically
- Ability to lead small-group training sessions/discussions, engage in public speaking, and design and conduct experiential learning programs
- A working knowledge of residential living-learning philosophy
- Ability to interact with and support a diverse student population
- A comprehensive understanding or ability to learn various email, database, and electronic systems used for communication and community management

### On-Campus Housing Information

By nature of the position, our graduate staff are required to live on campus in their area of responsibility, and therefore, are provided with a furnished on-campus apartment. Graduate staff will be expected to reside in this assigned space for the duration of the employment and are expected to maintain a presence in the assigned apartment overnight during the week and weekend, except during approved time off.

Graduate staff wishing to have pets or 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.

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