Graduate Assistant Hall Director Job Description  
(Phillip and Dieterich)  
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Basic Functions  
Under the supervision of a Complex Director, Graduate Assistant Hall Directors (GAs) are responsible for the programmatic and supervisor management, and 1st year experience program of 1 high-rise residence hall housing 300 freshmen. The GA will work to cultivate a clean, safe, positive, and inclusive community environment that encourages 1st year students to develop their full potential. GAs will supervise and train student staff members which would include a Desk Manager, Academic Resource Consultant in Hall (ARCH), BRIDGE (Building Relationships and Integrating Diverse Growth Experiences), and a staff of Resident Assistants. In addition, each GA may assume leadership responsibilities through committee involvement. The GA position is a 10-month live-in position which requires 20 hours per week (may vary depending on projects, training etc). The GA position requires enrollment in a Northwest Missouri graduate program and an earned bachelor’s degree.

Duties and Responsibilities

Supervision
- Assist with training, supervision, development and regular evaluations of student staff team members
- Participate in the student staff selection process
- Conduct weekly meetings with student staff as a group and in a one on one setting to develop and review goals/outcomes achieved, discuss issues, recognize contributions, provide and solicit feedback
- Oversee the programming efforts of the student staff team
- Attend all departmental training sessions and workshops, as required. This may include planning and facilitating training sessions for the halls and departmental student staff as a whole

Advising Hall Council
- Coordinate executive board elections in the Fall semester
- Hold meetings with Executive Board on a routine basis
- Develop the leadership skills of hall council members.
- Manage the hall council programming budget of approximately $1,200
- Hold student leaders accountable within their leadership roles (i.e. facilitating meetings, submitting minutes, budget tracking)

Crisis Intervention
- Participate in a duty rotation throughout the academic year. This does NOT include breaks (Thanksgiving, Winter, and Spring breaks).
- Use departmental protocol to respond to crisis or emergency situations which includes providing guidance to students and student staff members
- Provide appropriate post-crisis referrals and follow-up with students and staff
Judicial
• Serve as one of the hall’s judicial officers to help create a positive community environment in which students assume responsibility for their actions
• Process class A and most class B judicial violations, coordinating discipline process with CD.
• Maintain judicial records through effective use of Residential Management System (RMS) and maintaining accurate student files

Operations
• Assist with the room change process by meeting with students and working with other staff members in other residence halls and areas
• Assist with the dissemination of information and implementation of the room selection process
• Conduct a monthly building walk-through and report on-going facility needs to Complex Director
• Submit building work orders daily
• Assist Complex Director with the management of building keys which includes; distribution during opening and tracking, replacing, and billing

Administrative/Time Management
• Prepare and process all administrative paperwork which includes but is not limited to:
  • Monthly reports (programming, Hall Council budgets, Visa statements, etc.)
  • Incident reports
  • Staff evaluations as scheduled
  • Weekly reports
  • Assist with the preparation of Midyear and end of the year reports in December and May respectively
• Maintain regular office hours
• Meet regularly with Complex Director and Coordinator

Departmental Involvement
• Participate in 1 Residential Life committee
• Attend and participate in all Professional Staff training and weekly meetings
• Collaborate with other departmental and university offices such as University Police, Personal Development & Counseling, Office of Campus Activities, Environmental Services, or the Wellness Center as needed
• Attend the Environmental Services/Custodial Services area bi-weekly team meeting
• Represent the Residential Life Department at on campus and off campus events