Basic Functions
Under the supervision of a Complex Director, Graduate Assistant Hall Directors (GAs) are responsible for the total operations and management of a residence hall (apartments or sorority hall). The GA will cultivate a clean, safe, positive, and inclusive community environment that encourages upper-class students to develop their full potential. GAs will supervise and train a student staff team of Student 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
- Provide training, supervision, development and regular evaluation of student staff member
- 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 hall 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 the hall’s primary judicial officer to help create a positive community environment in which students assume responsibility for their actions
- Meet with students in violation of Residence Hall policies, adjudicate cases, and sanction students
- Maintain judicial records through effective use of Residential Management System (RMS) and maintaining accurate student files
- Document incidents, write judicial reports, correspond effectively with students through appointment and sanction letters
Operations

• Process student room changes by meeting with students and working with other staff members in other residence halls and areas
• Manage the front desk operations for the assigned building.
• 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
• Submit building work orders daily
• Manage 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, budgets, Visa statements, custodial 1-1’s, building inspections, etc.)
  • Incident reports
  • Staff evaluations as scheduled
  • Weekly reports
  • 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