
Housing and Residence Life

Housing and Residence Life GRADUATE ASSISTANT RESIDENCE HALL DIRECTOR Position Description

The Graduate Assistant Residence Hall Director (GARHD) role is a 9 ½ -month, part-time position that reports directly to a Full-Time Residence Hall Director (RHD) and is a part of the Housing and Residence Life Hall Leadership team.

KNOWLEDGE AND SKILLS

- Effective oral and written communication skills; ability to communicate effectively with individuals from a variety of culturally diverse backgrounds
- Knowledge of administrative practices; organizational skills
- Ability to work independently and meet multiple task deadlines
- Ability to establish and maintain effective student and staff relationships
- Understanding of and commitment to a multicultural/diverse campus community
- Awareness of and commitment to the mission, values, and Commitment to Inclusive Communities of Housing and Residence Life and the mission and values of Northern Arizona University

QUALIFICATIONS

Bachelor's degree, residence hall experience, and acceptance into an NAU graduate program, preferably the M.Ed. Counseling- Student Affairs program.

GENERAL RESPONSIBILITIES

The GARHD is a live-in position responsible for assistance with the administration and operation of a residential community. GARHDs are expected to enhance the living environment of the residence hall through staff and student development, resident outreach, community building, attention to facilities, and administrative organization including staff supervision. GARHDs assist with managing larger communities on campus.

SPECIFIC RESPONSIBILITIES

Staff Supervision and Development:

- Hire, train, supervise and evaluate Resident Assistants within the co-supervision model with a Full-Time Residence Hall Director.
- Attend and assist in facilitating departmental Student Staff training. Plan and implement in-hall staff training sessions.
- Work with staff members individually to encourage growth and development.
- Organize and facilitate staff development activities to promote a strong sense of team and support, and to respond to staff concerns.
- Guide Resident Assistants in the implementation of the departmental Model of Development and Learning (MoDL) and resident outreach at the hall level. Hold Resident Assistants accountable to the implementation of community building expectations.
- Develop skills of Resident Assistants in peer helping and referral techniques.
- Provide staff members with ongoing positive and constructive feedback. Handle individual staff concerns as they arise.
- Facilitate weekly staff meeting in conjunction with Full-Time Residence Hall Director. Student Staff meetings are scheduled for Wednesday nights from 7:00 p.m. – 9:00 p.m. weekly.
- Provide functional supervision to a student Desk Manager charged with oversight of hall front desk operations and desk staff supervision in conjunction with central HRL staff.

Student and Community Development:

- Interact with students from a wide variety of age groups and social backgrounds, providing them with personal and administrative support necessary in developing an inclusive community.
- Develop an inclusive and welcoming environment for residents and staff; be aware of current events and issues that may impact students; support the HRL Commitment to Inclusive Communities.
- Possess a strong understanding and commitment to the development of students.
- Assist in co-advising the elected Community Council officers and students to coordinate an effective hall organization and attend weekly community council meetings.
- Work with students to develop and maintain an atmosphere conducive to study and community living, and encourage students to take responsibility for developing a community atmosphere.
- Implement the departmental MoDL into community building efforts, incorporating self-authorship theory, to promote the development of Self, Relationships & Community, Success Skills, and Integration.
- Collaborate with HRL Residential College staff to support the Residential College program including programmatic, administrative, and student staff (Residential College Ambassadors).
- Support the Inclusion and Diversity (ID) Scholar program in hall with oversight by the Office of Inclusion: Multicultural & LGBTQIA Student Services.
- Counsel, advise, and provide appropriate referrals for residents in need of professional services, resources, and support.
- Address emergency or crisis situations appropriately as they arise.
- Apply conflict resolution skills and counseling techniques when responding to student crisis situations, roommate conflicts, student concerns, etc.
- Be familiar with and enforce the rules and regulations of Northern Arizona University (Student Code of Conduct) and Housing and Residence Life (Standards of Residence).
- Direct hall-level student conduct efforts and serve as a hearing officer for Housing and Residence Life and the Office of Student Life. Address inappropriate behavior of students incorporating a student development perspective and in following due process, determine fair and appropriate educational sanctions, and complete appropriate documentation (via Advocate). Make conduct and counseling referrals as appropriate.
- Initiate change and develop and implement new ideas and concepts to improve the quality of life within the residence hall.

Administration:

- Communicate regularly with Full-Time Residence Hall Director and Assistant Director by providing accurate and detailed information, and keeping supervisor informed of events in the hall on a timely basis.
- Maintain office hours as determined by community needs.
- Attend scheduled weekly departmental Hall Leadership Meetings and other staff meetings, workshops, and development opportunities.
- Actively participate in one departmental committee per academic year. This committee may be co-instruction of EPS 406 during the first year of employment.
- Provide and share on-call coverage for campus within assigned zone; evening and weekend coverage.
- Assist in the management of hall opening and closing at the beginning and end of each semester, implementing processes determined by community needs. Submit summary closing report at the end of each semester.
- Assist with residence hall operations including student room assignments, in-hall and between-hall transfers, paid vacancy sales, and other housing functions.
- Serve as a liaison to departmental Facilities Coordinator(s). Report, track, and follow up on facilities issues in the hall. Advocate for facilities improvements to enhance student development and academic success within a residential setting.
- Utilize housing software database to manage facilities work orders, hall occupancy, hall resources, student programming reports, student employment, etc. (StarRez).
- Tour and inspect facilities to ensure building security and safety; recommend modifications in policy and procedure to upgrade safety and security of facilities.
- Review and authorize expenditures for hall programmatic and operational use; ensure budgetary and purchasing card guidelines are followed.

TERMS OF EMPLOYMENT

- **Enrollment:** Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU, preferably the M.Ed. Counseling- Student Affairs program. According to the Graduate College “To be awarded a graduate assistantship, students must be full-time, graduate degree-seeking students, with a GPA of 3.0 or higher. Students that are conditionally admitted to a graduate program due to a GPA below 3.0 upon admission are not eligible to receive a graduate assistantship.” (<https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/>)

As a condition for retention in the role, the Graduate Assistant must remain in good academic standing, which includes the following: 1) maintaining a minimum semester and cumulative GPA of 3.00, 2) no grades of C or below, and 3) completion of a minimum of nine (9) credit hours in both Fall and Spring semesters which apply towards graduation.

- **Period of employment:** Employment begins approximately mid-July and runs through the end of the Spring Semester of the same academic year. Graduate Assistant Residence Hall Directors are released for the semester at 5pm the Sunday after Finals Week in December and at 5pm the Monday after Finals Week in May. Graduate Assistants are expected to return to work in January by the Monday before the start of classes. GARHDs are off contract during specific dates of the Thanksgiving holiday, Winter Break, and Spring Break.

All Graduate Assistants are hired under a provisional contract that carries a probationary period of one semester during which employment status will be reviewed. It is encouraged that GA candidates view the assistantship as a two year commitment.

- **Work Hours:** This position is part-time, *approximately* 20-hours per week with weekend and evening commitments, including assigned on-call hours. Please note that there are some peak times where work hours may exceed 20-hours per week.

GARHDs are expected to be on campus at least two weekends each month and for the following events and departmental processes: Fall and Spring Hall Opening and Closing, Labor Day weekend, Homecoming, Family Weekend, Martin Luther King Jr. weekend, and RA selection interview days. HRL staff are also expected to attend departmental and University-wide programs and functions as directed.

Graduate Assistants may not accept other employment during the contracted period.

- **Remuneration:** A stipend of at least \$12,000 for a 9 ½ month contract based on start date (which includes July/August training periods), student health care plan, furnished on-campus apartment, meal plan, and 100% tuition remission. Student fees and parking permits are not included. The Graduate Assistant is obligated to adhere to the policies of their residential community, Housing and Residence Life, and Northern Arizona University. Summer employment opportunities with HRL may be available.

Graduate College Information regarding tuition waivers and assistantships can be found at <https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/>

- **Background Checks:** All employment offers are contingent upon a criminal background investigation, employment history investigation, and a fingerprint check.