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 co-supervision. GARHDs assist with managing larger communities on campus, reports directly to a full-time Residence Hall Director (RHD), and is part of the Residential Life Leadership team.

QUALIFICATIONS

Bachelor's degree, student affairs experience, and acceptance into a NAU graduate program that allows completion of all duties and responsibilities outlined in this position description.

KNOWLEDGE AND SKILLS

• Effective oral and written communication skills
• 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 diverse campus community; ability to communicate effectively with individuals from a variety of culturally diverse backgrounds
• Awareness of and commitment to the mission, values, and Commitment to Inclusive Communities of Residential Life and the mission and values of Northern Arizona University
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. As well as plan and implement in-hall training sessions.
- Build and maintain a positive team dynamic while providing on-going professional development opportunities.
- Guide and hold Resident Assistants accountable in the implementation of the departmental Residential Experience (REX) programming model and resident outreach at the hall level.
- Develop skills of Resident Assistants in peer helping and referral techniques.
- Provide staff members with ongoing positive and constructive feedback. Collaboratively write formal evaluations for your RAs each semester.
- Facilitate weekly staff meeting in conjunction with the 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 University Housing staff.
- Provide functional supervision to Residential College Ambassadors (RCAs) and Inclusion and Diversity Scholars (ID Scholar) in first-year communities only.

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 department’s Commitment to Inclusive Communities.
- 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 REX into community building efforts, incorporating the theory of Self-Authorship and Bronfenbrenner’s theory to enhance students’ sense of belonging.
- Collaborate with Residential College staff to support the Residential College program including programmatic, administrative, and RCAs.
- Support the 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 when responding to student crisis situations, roommate conflicts, student concerns, etc.
• Be familiar with and enforce the rules and regulations of the Student Code of Conduct, the Standards of Residence, and Arizona State law.
• Direct hall-level student conduct efforts and serve as a hearing officer for Residential Life and The Office of the Dean of Students. 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 Maxient). 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 meetings, staff meetings, workshops, and development opportunities.
• Actively participate in one departmental committee per academic year.
• Provide emergency and crisis 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, paid vacancy sales, and other housing functions.
• Serve as a liaison to departmental Facilities Coordinator(s). Report, track, and follow up on facilities and security concerns in the hall. Assess opportunities for facility improvements to enhance the student experience.
• Utilize housing software database to manage hall occupancy, hall resources, student programming reports, student employment, etc. (StarRez).
• 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. Preference is given to candidates who are accepted into the M.Ed. Counseling- Student Affairs program at NAU. To apply and view the admissions requirements please
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 twelve (12) credit hours in both Fall and Spring semesters which apply towards graduation.

**Period of employment:** Employment begins July 13, 2020 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 5:00p.m. the Monday after Finals Week in December and at 5:00p.m. 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 (Thursday-Sunday), 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. RL staff are also expected to attend departmental and University-wide programs and functions as needed.

Graduate Assistants may not accept other employment during the contracted period unless otherwise approved by your supervisor, Assistant Director, and the Graduate College.

**Remuneration:** A stipend of $14,000 for a 9 1/2 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. University fees and parking passes are not covered by Residential Life. The Graduate Assistant is obligated to adhere to the policies of their residential community, Residential Life, and Northern Arizona University. Summer employment opportunities with Residential Life may be available.

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