

THE UNIVERSITY OF RHODE ISLAND
Division of Student Affairs
Department of Housing and Residential Life
In-Hall Employment Position Description
TITLE: Graduate Hall Director
DIVISION: Student Affairs
REPORTS TO: Hall Director
SUPERVISES: Resident Assistants/Resident Academic Mentors

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Graduate Hall Director (GHD) helps create and sustain a civil, respectful, inclusive, and healthy residential community through programming, informal counseling and caring interventions, mentoring and referral guidance, mediation, resident specific and campus wide on-duty/call coverage, and enforcement of community standards and University policy in assigned residential unit(s) on a 24-hour access basis during the academic year. The GHD reports to a Hall Director. Under the direction of a Hall Director, the GHD directly supervises a staff of Resident Assistants and Resident Academic Mentors to foster academic, social, and developmental success of residents. GHDs will hear and adjudicate residential student conduct cases. Serves as liaison on issues of building maintenance and custodial services and coordinates all assigned building administrative and emergency response functions. The GHD assists HRL staff with Resident Assistant training programs. This is a live-in, academic year position, with summer employment, if available.

PRIMARY JOB DUTIES:

1. As the senior in-hall supervisor reporting to the Hall Director (HD) and/or designated staff of HRL, the GHD is expected to know students residing in the assigned residential area and maintain an ongoing awareness, responsiveness, and availability with students. The GHD will assist with individual problems through peer counseling and referrals, and help establish an atmosphere for building relationships and productive community living. The GHD will help to maintain an environment in the residence hall where residents respect each other's rights and differences. They will be responsible for developing positive and inclusive communities within their assigned area(s).
2. As an employee of the University of Rhode Island, the GHD is responsible for upholding, working in accordance with, and providing guidance on the University Manual, Student Conduct Handbook, Housing and Residential Life Policies, and the vision and direction of the University. Although the residence hall is the GHD's primary location of responsibility, they should be ready to assume responsibility in other areas of the campus where student leadership may be needed.
3. Under the direction of the HD, the GHD is responsible for directly supervising an assigned staff of Resident Assistants (RAs) and Resident Academic Mentors (RAMs if applicable), to include weekly/bi-weekly one-on-one supervision meetings with RAs and RAMs, conducting evaluations and providing feedback.
4. In carrying out these responsibilities, the GHD will serve as a resource of information about the University and all of its various services.
5. The GHD should maintain full communication with the Hall Director (HD) and/or designated staff members in all matters pertaining to the various individual and group concerns, and dialogues of interest.
6. The GHD will respond promptly to safety and health hazards. The GHD serves as the primary coordinator for emergency response functions within assigned residential unit(s).
7. The GHD is expected to aid in the integration of formal and informal learning by establishing an academic atmosphere through the coordination of programs in the assigned residence hall(s) in accordance with the programming standards set by the department. They are expected to promote an atmosphere for individual and group development of programs by encouraging resident participation at programs in the residence halls.

8. Oversee and coordinate efforts to plan and deliver programming related to academic success, social responsibility, citizenship, and intrapersonal development.
9. The GHD will advise and assist the residence hall student leaders in the fulfillment of their responsibilities including advisement activities associated with hall council where applicable.
10. The GHD is expected to encourage interaction between the residents, faculty, administrators, and other staff members of the University community by involving them in programs within the residence hall.
11. The GHD will make referrals, via the HD and/or designated staff member, to the appropriate University agency when a problem is beyond their level of competence.
12. The GHD is expected to practice excellent listening skills and respond to student needs with an attitude of concern and support.
13. The GHD is expected to aid in the integration of formal and informal learning by establishing an academic atmosphere through the planning, development, and implementation of programs in the residence hall in accordance with the programming standards set by the department. They are expected to promote an atmosphere for individual and group development of programs by encouraging resident participation at programs in the residence halls.
14. Where applicable, the GHD will assist in the coordination of Living-Learning Community efforts in their residence hall assignment, including contributing to the LLC team, communicating with faculty and academic staff, and planning and participating in LLC events.
15. The GHD is expected to provide leadership and active support to the residence hall committees by encouraging qualified students both to volunteer for office and participate in programs sponsored by HRL or the University. The GHD will foster leadership opportunities for residents.
16. The GHD is expected to contact resource people and assist in the development of diverse social, academic, and cultural programs.
17. The GHD is expected to promote and engage in positive student interaction in residence halls, dining halls, and at various campus activities.
18. The GHD is expected to develop a collaborative relationship with maintenance and custodial staff assigned to the building.
19. The GHD is responsible for overseeing the administrative functioning of the assigned residential unit(s) which include:
 - a. assisting the Hall Director in maintaining an accurate and well organized resident roster, reflecting the latest additions and withdrawals of residents.
 - b. coordinating check-ins, check-outs, room changes, and other related requirements
 - c. coordinating and performing designated duties during fire alarms and drills and other emergency response activities.
 - d. reporting in writing, thefts or personal losses of his/her residents to the HD and to the University Police and submitting written Warning Forms or Incident Reports via the HD for any and all observations of alleged violations of Federal, State and local laws or University or HRL policy.
 - e. coordinating all semesterly on-call duty rosters for assigned residential unit(s)

- f. completing reports, lists, surveys, etc., at the request of the HD and/or designated staff of HRL.
 - g. reporting regularly to the HD and attending weekly staff meetings.
 - h. assisting in the distribution of inter-departmental and special delivery mail.
 - i. reporting maintenance and mechanical repair needs of all residential areas.
 - j. Implementing lockout procedures set forth by assigned HD.
 - k. Assist with other administrative and operational tasks as assigned by the HD and/or designated staff of HRL.
22. So as to foster the most efficient communications between the department and the GHD on administrative matters, each GHD is expected to activate their assigned room voice mailbox, as well as any other HRL issued paging and/or cellular devices and to routinely check for messages.
23. The GHD is considered an employee of the University and should be a role model in all aspects of University life as outlined by Housing and Residential Life operating practices, policies, and procedures.
24. The GHD is expected to assist with campus-wide Resident Assistant training held prior to the start of each academic year semester.
25. The GHD is expected to enforce and abide by community standards established by HRL as well as university policies. They are expected to be the primary enforcer of policies and community standards within their building. The GHD shall adjudicate behavioral cases, which will include meetings with resident students in the residence hall as well as in Residential Education to gain experience with the conduct process. GHDs will hear all low-level student conduct cases for their assigned residence hall. GHDs may hear conduct cases from outside their assigned residence hall when applicable.
26. Perform on-duty/on-call services on a rotational basis within assigned residence hall(s) and on a campus-wide basis. This will require evening and weekend duty during the academic year.
27. Participate on departmental and/or campus -wide committees and task forces. Represent HRL at meetings as assigned. Participate in departmental improvement efforts and initiatives as assigned.

TIME COMMITMENT:

1. The GHD attends and participates in the entire training and orientation program prior to the beginning of the fall semester, as well as staff meetings throughout the academic year as designated by the HD and primary managers of HRL. New and returning GHDs are responsible for attending all scheduled training sessions including, but not limited to, in-service training and training programs scheduled prior to spring semester opening.
2. The GHD works an average of twenty (20) to twenty five (25) hours per week. Weekend and evening work hours are expected.
3. All GHDs may be placed "on call" during campus crises and assist in emergency situations as required. Campus crises may include but are not limited to snow emergencies, class cancellations, inclement weather, group disturbances, and power outages.
4. The GHD is expected to sleep in their assigned living space most evenings.
5. The GHD, prior to Winter recess, spring break, and the closing of the halls for summer, stays until all students have vacated the hall, the hall is officially closed, and all required administrative paperwork has been completed and

submitted in the assigned residential unit(s). Permission to leave early for these closings must be approved by the HD. The GHD remains 48 hours beyond the last official spring semester closing date or until such time as released by the HD. The GHD may continue to live in their assigned space over summer break period if returning to work in the same space during the following year.

6. The GHD is expected to work during the winter recess and spring break to assist with departmental initiatives in accordance with the Graduate Assistant contract.

QUALIFICATIONS AND ELIGIBILITY:

1. Must be enrolled as a matriculating graduate or doctoral student in good standing at The University of Rhode Island. Preferred: Enrolled in the College Student Personnel masters program.

2. Bachelor's degree with enrollment in graduate school (priority given to concentrations in the human sciences/services) and demonstrated leadership experience.

3. Must possess the ability to communicate effectively verbally and in writing, be able to interpret institutional policies, plans, objectives, rules, and regulations and to communicate the interpretation to subordinates and others.

4. Must possess strong human relations skills and the ability to deliver oral presentations before groups. Must have had experience working with diverse student populations.

5. The GHD is expected to abide by all URI policies and regulations. If the GHD receives active judicial sanctions during their employment, they may lose their eligibility for continued employment.

6. Preferred: Live-in residence life experience and a familiarity of/experience in a college housing program.

COMPENSATION:

1. The GHD is provided with a full graduate assistantship for the standard academic year period.

2. The GHD is compensated with an apartment and a meal plan during the academic year of employment (see tax law interpretation note below). Loss of employment, or ability to perform employment duties, shall result in the loss of room and board waivers and all related stipends, privileges, and room assignment. The GHD is responsible for paying all fees associated with attending The University of Rhode Island as a matriculating graduate/doctoral student unless otherwise stipulated in compensation agreements.

APPLICATION:

If you are interested in applying for the GHD position, please submit a resume and cover letter to kmosko@uri.edu no later than February 19, 2018.

NOTE: ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Current tax law interpretation indicates that the room and board portion of the GHD compensation package is considered a "convenience to the employer" and, as such, is non-taxable income. Meals are provided on premises and the GHD is required to live in an assigned room as a condition of employment. Also, the GHD is an "at will" employee. As such, the University may terminate the position at any time given reasonable cause.

Jan/2018