**Assistantship Title:** Graduate Hall Director  
**Department:** Residence Life and Housing  
**Reports to:** Community Director

**Summary:** The Graduate Hall Director (GHD) position is a 10-month, live-in graduate assistantship that works directly with professional and student staff to establish and sustain positive residential communities that embolden the motto and mission of Pro Humanitate through practices of experiential learning, community service, and student behavior management. As key student leaders, GHDs (in partnership with their direct supervisor) assist in the management of residential communities of approximately 400 - 600 undergraduate students that expand and heighten the intellectual climate and culture of Wake Forest through co-curricular initiatives, mentorship, faculty engagement, curriculum implementation. Specific target areas include, but are not limited to, staff training, development and mentorship, residential learning, leadership, and programming, diversity and inclusion, support and enforcement of community standards, administration, and building management.

**Essential Functions:**

I. **Staff Supervision, Training and Mentorship**
   - Assist the Community Director in training, supervising, and evaluating Resident Advisers
   - Meet with RAs individually and collectively as directed by the Community Director. Monitor team progress towards strategy planning goals
   - Be available to RAs and residence whenever assistance is needed

II. **Residential Learning and Community Building**
   - Maintain a high level of visibility in the community through interactions with residents and attending community and campus events. Serve as an planning resource for Resident Advisers and student leaders in community
   - Support departmental residential learning and leadership initiatives that cultivate communities focused on sense of belonging, inclusivity, wellbeing, academic success, and engaged citizenship
   - Serve as a referral resource for student care to Residence Life and University resources and events as needed including but not limited to: counseling, academic advising, wellbeing support, and learning assistance.
   - As needed, serve as community liaison to the assigned building Faculty Fellows or faculty, staff or student leaders within Residential Engagement Communities, Living Learning Communities, and Residential Colleges and partner with them on residential initiatives to further enhance the faculty and student out of classroom engagement within the residence hall.

III. **Diversity, Social Justice, and Inclusion**
   - Recognize diverse aspects of one’s social identity and effectively communicate the ways that their identity impact their personal values, perceptions, and behaviors (including biases)
   - Maintain awareness of current issues and trends at Wake Forest related to diversity, social justice, and inclusion. Engage in opportunities (personally and with residents) to build relationships with diverse persons
   - Work with supervisor, staff, and residents to create and lead an open, welcoming, and inclusive residential community where all students can engage and learn across difference
○ Demonstrate awareness and support of the diverse needs of residents to establish and maintain an inclusive community
○ Appropriately confront derogatory, unjust, and/or disrespectful actions of residents, staff, or community members

IV. Administration
○ Serve as the main purchasing agent for program and event supplies for RA events. Demonstrate ethical and fiscal decision making as it related to department and university resources
○ Perform various administrative duties including but not limited to: reports, assisting with occupancy management, purchasing and budgeting, holding office hours, responding to communications - oral and written, conducting and attending meetings as required, various paperwork
○ Assist in the execution of processes critical to RL&H operations for assigned area including but not limited to move-in, move-out, occupancy checks, health & safety inspections, break closing, and room thaw
○ Support the department during major processes including but not limited to: RA recruitment, interviews of professional and student staff, and committee meetings as needed
○ Other duties as assigned

V. Facilities Management
○ Work with supervisor, staff, and residents to ensure communities are well-maintained and safe spaces. Develop positive relationships with facilities and custodial staff
○ Assist supervisor and staff in touring buildings and monitoring the condition of area facilities on a consistent basis to identify and document maintenance issues
○ Maintain open communication and supportive working relationships with the assigned staff servicing the maintenance and custodial needs of the residential area including but not limited to the Facilities and Campus Services staff

VI. Support and Enforcement of Community Standards
○ Uphold and enforce RL&H Community Living Standards, University Honor Code and University Alcohol policy expectations for safe and secure campus living
○ Appropriately confront inappropriate staff and student behavior and alleged violations of RL&H and University policies. Subsequently serve as a resource to these students and provide appropriate follow up.

VII. On-Call, Emergency and Crisis Management
○ Serve in the duty rotation that observes, addresses, and responds to the needs of the community as outlined in the On-Call Manual and Staff Manual
○ Respond appropriately to all emergency-related situations and communicate effectively with emergency response and professional personnel
○ Appropriately document incidents and submit accurate and timely Incident Reports and Care Reports immediately following an incident and/or resident interaction, where applicable
○ Support fellow staff members and communicate the need for assistance to peers and supervisors when necessary

Qualifications, Expectations and Eligibility Requirements
● Strong relationship building, mentorship, and advising skills
● Strong administrative skills and the ability to handle multiple tasks and deadlines
● Enrolled as a full time student in an eligible graduate studies program at the time of employment.
● Minimum cumulative GPA of 2.50 throughout the assistantship.
● In good standing with the University at the time of application and acceptance of the assistantship, including no disciplinary sanctions ending or currently in effect.

● Training: All GHDs are required to complete the online Pre-Training Program, attend the GHDs Fall and Spring training programs, and all required In-services, as designated in the GHD employment agreement. Failure to attend training and opening will result in the Graduate Hall Director position being rescinded for the Academic Year.

● Work Hours: GHDs will work an average of 20-25 hours per week for the university and may not hold a second part-time job without prior approval from their supervisor and the Assistant Director of Residence Life. Additional employment is limited to no more than 9 hours.

● Weekends and On-Call Periods: GHDs are key partners in the social, co-curricular, and academic engagement opportunities provided by RL&H. GHDs also serve in an on-call capacity, responding to student crises and emergencies. This necessitates GHDs being on-campus and available on nights and weekends. GHDs may not be away from campus for extended periods of time and must seek prior permission of Residence Life and Housing Professional Staff before taking time away.

● Please note, students in the following programs are not eligible for employment in the Graduate Hall Director position:
  ○ Master Teaching Fellows
  ○ Management
  ○ MALS
  ○ First-year Law School
  ○ First-year Business School
  ○ Medical School

**Conditions of Employment and Accountability**

● The Graduate Hall Director position is a full academic-year commitment. Reappointment for additional academic years or summers is not guaranteed, but may be available based upon performance and the successful completion of all applications and interviews are required for returning staff.

● GHDs must maintain good academic and disciplinary standing with the University throughout the duration of employment. Good standing includes no active sanction or disciplinary probation with Housing and Residence Life, the Dean of Students office, or Graduate and Professional School programs. GHDs are also expected to uphold, enforce, and abide by all university policies and regulations.

● GHDs are considered mandatory reporters under Title IX and the Clery Act.

● GHDs are expected to abide by and report violations of all local, state, and federal laws and regulations.

● GHDs must follow the ethical principles of acting with integrity, dignity, and competence as outlined in the ACUHO-I housing professional guidelines.

● The Graduate Hall Director’s performance is under continuous evaluation so as to maintain the highest standards.

● The following may result in disciplinary sanctions, including but not limited to, verbal or written warning, withholding of partial or full pay, suspension, probation, or termination:
  ○ Failure to meet any of the qualifications, requirements, responsibilities, listed in this agreement or specified by Residence Life and Housing Professional Staff
  ○ Any unprofessional or unethical action
  ○ Any action in direct conflict with the policies outlined in the Wake Forest Student Code of Conduct, Guide to Community Living, and the Residence Life and Housing Staff Manual

● **Note:** Due to the nature of this position, possible lifting and physical activity may be required at times.

**Compensation and Benefits**

● This is a mandatory live-in position that includes a rent-free, one bedroom efficiency-style unfurnished apartment, including cable, internet, on-site laundry, and local phone service
$7350 annual stipend for 10-month position, paid in bi-weekly payments.

Faculty/Staff parking permit

Description of Campus Communities

South Campus Residences
All first year students live together in residence on South Campus. The seven residence halls are traditional hall style buildings and create a community that is quaint enough to allow for the formation and nurturing of close personal relationships.

- South I - Angelou Hall / Collins Hall
- South II - South Hall / Luter Hall
- South II - Babcock Hall / Johnson Hall / Bostwick Hall

Hearn Plaza Residences
Sophomore, Juniors and Seniors live on the “Quad.” These six residence halls are either traditional hall style buildings or semi-suite buildings. Living on the Quad provides students with the opportunity to be in intentional community while continuing to foster sense of belonging among the diverse community in residence.

- Quad I - Poteat Hall / Huffman Hall / Kitchen Hall
- Quad II - Taylor Hall / Efird Hall / Davis Hall

North Campus Residences
Sophomore, Juniors and Seniors live on North Campus. The eight residential communities are fully furnished houses, suites or apartments which allow for individuals and selective living communities to live in unique intentional community with additional autonomy.

- North I - Deacon Place Apartments / Polo Hall / Martin Hall / Rd. Houses
- North II - Dogwood Hall / Magnolia Hall / North Campus Apartments / Student Apartments