

Wake Forest University Graduate Hall Director

Position Description

Graduate Hall Directors (GHDs) are part-time paraprofessionals and student-leaders who live and work in the residential spaces. GHDs are assigned to a traditional residence hall, suite style complex, or apartment area. Each GHD lives-in, supervises a group of 5-11 Resident Advisers (RAs), and manages the overall operation of a community housing 200-350 undergraduates. The GHD assistantship is a 10-month position and one that places a high value on relationships and integrity. It requires flexibility, commitment, and resilience, as well as strong administrative skills. The specific qualifications, requirements and responsibilities for the Graduate Hall Director Assistantship are outlined below.

Qualifications

- Strong administrative and relationship building skills
- 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 pending or currently in effect.
- Note: Due to the nature of this position, possible lifting and physical activity may be required at times.

Terms of Employment

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.

- On Campus Housing Policy:
 - GHDs reside in spaces as assigned by the Office of Residence Life and Housing. If a staff member leaves the GHDs position, they must move out of the staff apartment within 72 hours.
- Training:
 - Graduate Hall Directors must report to campus by Sunday, July 29, 2018.
 - GHDs must be present for training and opening July 30, 2018 - August 26, 2018.
 - Failure to attend training and opening will result in the Graduate Hall Director position being rescinded for the Academic Year.
 - 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.
- Work Hours:
 - GHDs will work an average of 25-29 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.

- 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

Responsibilities

I. Supervision

- Coordinate weekly team meetings to provide relevant information and clear communication.
- Conduct weekly or bi-weekly one-on-one meetings with RAs.
- Schedule RA staff for building coverage, including breaks, closings, post-exams, and graduation.
- Provide RAs with formal and informal evaluation and feedback regarding performance and expectation.
- Consult with the Residence Life Coordinator (RLC) concerning employment status of RAs
- Monitor and maintain in-area duty rotation system.
- Oversee and review student staff performance utilizing the RA Rubric
- Assist with the selection and training of student staff members
- Facilitate team development, professional development and on-going training for student staff
- Create opportunities for informal staff recognition (in weekly meetings) and engage in formal organizational recognition processes (OTM, NRHH nominations)

II. Residential Education and Community Development

- Support the Residential Education efforts of Residence Life and Housing to create a positive living environment and facilitate the development of students.
- Monitor and assist student staff with implementing the Community Development Model.
 - i. Maintain accurate staff records related to Community Development Strategies
- Serve as community liaison to the assigned building Faculty Fellows or faculty, staff or student leaders within Residential Engagement Communities and partner with them on residential initiatives to further enhance the faculty and student out of classroom engagement within the residence hall.

III. Student Relationships and Role Model

- Maintain a high-level of visibility and be available in-area to serve as a resource and support for student staff and residents
- Provide counseling resources and referral for residents with academic, personal, or career concerns
- Act as a positive role model at all times, on and off campus
- Maintain professional relationships with student staff and residents.



- Use professional judgment in regards to alcohol consumption in accordance with University policy and the Residence Life and Housing Staff Manual.

IV. **Administration**

- Serve as the communication link between the Residence Life Coordinator/ Professional Staff in Central Office and the residents and staff members of your assigned area, including maintaining a regular presence in Central Office, consistent monitoring of assigned mailbox, and timely reading and response to email communications
- Meet one-on-one weekly with Residence Life Coordinator (direct supervisor) to inform and update him/her on situations requiring special attention.
- Provide input on decisions regarding policies, procedures, community building and facilities
- Hold regularly scheduled office hours; 6 hours per week.
- Oversee management of programming and staff development budgets.
- Complete paperwork in a timely manner, including RL&H reports, monthly reports, procurement reports and expense vouchers.
- Perform other duties as assigned.

V. **Conduct and Case Management**

- Assist in student conduct processes for community, including co-meeting with individual students regarding low-level conduct violations
- Directly manage and monitor outreach and follow-up for students of concern within 24-72 hours.
- Forward Residence Life and Housing incident reports to Residence Life Coordinators within 24 hours.

VI. **Support & 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.
 - i. Subsequently serve as a resource to these students and provide appropriate follow up.

VII. **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.
- 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.

VIII. **Building Management**

- Monitor the condition of area facilities and walk building(s) on a consistent basis to identify and document maintenance issues.
- Coordinate processes critical to RL&H operations for your area including but not limited to move-in, move-out, occupancy checks, health & safety inspections, break closing, and room thaw.



Residence Life and Housing

- Manage and secure community keys when requested by Residence Life and Housing; Train staff on master key responsibility.
- 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.

IX. 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.

X. Staff Training and Development

- Assist in GHD/RA recruitment, selection, and interviews.
- Attend all sessions of Fall, Spring, and online training (GHD/RA).
- Attend required In-Service continuing education sessions.
- Engage in ongoing professional development opportunities offered through campus partners.

Guidelines and Eligibility

Applicants must have a Bachelor's degree and be enrolled as a full-time WFU graduate student by the start of employment. Previous experience in residence life is preferred, though not required.

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

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