

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, and curriculum implementation. Specific target areas include but are not limited to, staff mentorship, residential learning, leadership, programming, diversity and inclusion, support and enforcement of community standards, administration, and building management.

Essential Functions:

Staff Mentorship & Training (30%)

- Develop and maintain avenues for mentoring relationships with Resident Advisers (individually and collectively) to engage in meaningful conversations with the ability to reflect on personal experiences to provide guidance, counsel, and referral resources to Resident Advisers (RAs).
- Serve as a positive role model for RAs, demonstrating how to navigate expectations, accountability, adversity, and dissonance.
- Maintain a consistent presence in the community by spending 10 hours each week in the community to assist RAs and residents through program attendance and staff office hours.
- Assist the Community Director through training and evaluating RAs.
- Regularly update the Community Director on RA and community well-being pertinent to the overall administration of area vision.

Residential Learning and Community Building (35%)

- Using the area vision for guidance to support departmental outcomes and serve as the primary resource for strategy development, including brainstorming, implementation, and tracking in conjunction with the Community Director and The Link.
- Serve as the main purchasing agent for program and event supplies for RA events. Demonstrate ethical and fiscal decision-making as it relates to department and university resources.
- Maintain high visibility in the community through interactions with residents and attending community and campus events.
- 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.
- 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.

Administration (15%)

- 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, and conducting and attending meetings as required.
- Assist in the execution of processes critical to Residence Life and Housing (RL&H) operations for assigned areas, including but not limited to opening and closing of halls, occupancy verification, health & safety inspections, and break closings.
- Support the department during major processes including but not limited to RA recruitment and interviews of professional and student staff.
- Serve on at least one Residence Life committee at the discretion of the Assistant Director team.
- Other duties as assigned.

Inclusion, Equity, and Social Justice (10%)

- Recognize diverse aspects of one's social identity and effectively communicate how one's identity impacts one's 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 differences.
- 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.

Support and Enforcement of Policies & Community Standards (5%)

- Uphold and enforce RL&H Guide to Community Living standards, University Honor Code and University Alcohol policy expectations for safe and secure campus living.
- Appropriately confront inappropriate staff behavior utilizing the departmental job action process.
- Appropriately confront student behavior and alleged violations of RL&H and University policies.

Emergency and Crisis Management (5%)

- Serve in the duty rotation that observes, addresses, and responds to the needs of the community as outlined in the duty resources. Subsequently, serve as a resource to these students and provide appropriate follow-up.
- Appropriately document incidents and submit accurate and timely Incident Reports and Student of Concern reports immediately following an incident and/or resident interaction, where applicable.

Learning Outcomes:

Self Awareness:

- GHDs will develop and demonstrate interpersonal skills that can be described as a professional asset and transferable to future work settings.
- GHDs will be able to explain how their role's deliverables measurably impact the department's overall goals, work, and mission.

Career Awareness:

- Through their employment, GHDs will identify what they value in their work and will be able to articulate skills that they have developed to apply them to future/identified career opportunities.
- GHDs will identify key skills needed for their personal career path, as related to the GHD role, and work with their supervisor to engage those skills.

Professional Skills and Literacy:

- GHDs will utilize business tools such as email, software systems, learning management tools, etc., to learn and explain how these professional skills increase marketability.
- GHDs will describe the chain of command and proper protocols to resolve emerging concerns.
- GHDs will develop positive workplace behaviors (conflict resolution, time management, etc.).

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 pending 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 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 without prior written approval from their program director:
 - 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 on performance and the successful completion of all applications and interviews 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, or 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 mandatory live-in position includes a rent-free, one-bedroom efficiency-style unfurnished apartment, including cable, internet, and on-site laundry.
- \$8500 annual stipend for the 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 quaint community to allow for the formation and nurturing of close personal relationships.

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

Hearn Plaza Residences:

Sophomores, 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 allows students to be in an intentional community while continuing to foster a 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:

Sophomores, Juniors, and Seniors live on North Campus. The eight residential communities are fully furnished houses, suites, or apartments, allowing individuals and selective living communities to live in unique, intentional communities with additional autonomy.

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