**The University of Toledo**

**Position Description**

<table>
<thead>
<tr>
<th>Date: Created</th>
<th>Revised</th>
<th>March 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Title:</strong></td>
<td>Graduate Assistant Hall Director</td>
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<tr>
<td><strong>PCN:</strong></td>
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<tr>
<td><strong>Employee’s Name:</strong></td>
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<tr>
<td><strong>Department:</strong></td>
<td>Residence Life</td>
<td></td>
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<tr>
<td><strong>Reports To (title):</strong></td>
<td>Hall Director</td>
<td></td>
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<tr>
<td><strong>FLSA:</strong></td>
<td>Exempt</td>
<td></td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>Classified</td>
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<tr>
<td><strong>Union:</strong></td>
<td>AFSCME</td>
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**General Summary**

(Insert general statement of what the position is primarily responsible for providing in terms of service/function.)

Graduate Assistant Hall Directors (GAHDs) are live-in/on administrative positions with responsibility to assist the Hall Director (HD) with providing the best educational environment and establishment of community within an on-campus facility. GAHD’s are primarily responsible for supervising Resident Assistants, the front desk staff, and advisement of a hall council. The GAHD is an academic year appointment and a minimum of 20 hours per week commitment (10 posted office hours), with full-time enrollment in a degree granting academic program at the University of Toledo. All Residence Life GAHD’s must assist in the establishment of community through intentional interactions with students and staff both inside and outside of the office environment.

**Principal Duties and Responsibilities**

(Estimate percent of time spent on each duty during a typical work period; per day, week, month or year.)

<table>
<thead>
<tr>
<th>Rank (List in order of importance)</th>
<th>List of Job Duties (Start each duty with an action verb such as “operate,” “repair,” “perform,” “manage,” or “coordinate,” etc.)</th>
<th>Percent of Time</th>
</tr>
</thead>
</table>
| 1                                  | Community Development  
- Develop relationships, programs, and initiatives that build a residence hall community.  
- Co-supervise Village/Resident Advisers, and Front Desk Workers, under the direction of the HD.  
- Meet, interact with, and provide counsel for individual students throughout the hall.  
- Under the direction of the HD, advise hall council and encourage student participation and leadership in hall functions and hall council.  
- Respond to student behavior – supporting appropriate behavior and addressing inappropriate behavior through established department and university procedures.  
- Implement resident education assessment initiatives and comprehensive student development programs that support the departmental mission, under the direction of the HD.  
- Assist with the development and promotion of the Living Learning Communities.  
- Create well-thought-out and meaningful activities that are social and educational in nature.  
- Attend programs and activities within the hall when possible. | 35%              |
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|   | - Ensure that publicity for events is inclusive, abides by hall standards, and is timely.  
|   | - Assist staff in assessing student needs, planning and evaluation activities with information regarding university and community resources. |
| 2 | Leadership and Administration  
|   | - Assist the HD and assume the leadership and responsibility role for the hall in the HD’s absence.  
|   | - Co-supervise the student staff, provide training, guidance, evaluation, direction, and assist with staff selection.  
|   | - Co-supervise the Senior RA and their general duties (front desk operations, desk scheduling, etc.).  
|   | - Maintain records of building occupancy, room changes, key inventory, and other administrative functions in conjunction with the HD and Clerical Specialist.  
|   | - Coordinate desk staff scheduling, ensuring that sufficient trained staff is available to cover all shifts.  
|   | - Complete the administrative items necessary for staff supervision (authorizations, timecards, etc...).  
|   | - Serve as a liaison between desk staff and the HD by communicating concerns, suggestions, and feedback as necessary or as requested.  
|   | - Develop working relationships with the hall operations manager, custodial staff, and food service.  
|   | - Support the student experience through excellent customer service.  
|   | - Attend all meetings as required.  
|   | - Develop and maintain formal/informal contacts with the central office staff.  
|   | - Create/Maintain/Establish a system (folder, materials, share drive, flash drive etc.) to communicate to the next graduate assistant in order to better assist them in their transition. |
| 3 | Student Conduct  
|   | - Respond to crisis situations both in hall and while on duty rotation; follow up with individual student concerns.  
|   | - Under the direction of the HD, assist in adjudication of student conduct violations. Meet with students, explain student conduct procedures, discuss incidents, and make recommendations for sanctions.  
|   | - Monitor educational sanctioning procedures and process for assigned hall. Ensure that the status of assigned educational sanctions is documented and maintained.  
|   | - Maintain communication with professional hall staff and other appropriate personnel regarding building and campus incidents, issues, and requests. |
| 4 | Serve on departmental committees as needed.  
|   | - Serve on at least 1 departmental committee.  
|   | - Attend all committee meetings as well as their functions.  
|   | - Be responsible for training and recruiting staff members when necessary. |
| 5 | Perform other duties as assigned. |
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- Attend scheduled pre-service and in-service training sessions.
- Assume other job related responsibilities as requested or assigned.

TOTAL 100%

Impact on the Organization (Consider and include budget impact/accountability, regulatory compliance, patient care, student retention and any other factors which indicate the significant impact of your job on the organization, department or unit.)

1. Direct impact on safety of students living in university housing facility by communication of policies and procedures.
2. Direct impact on student retention by managing student conflict, providing care to individuals needing personal counsel and making referrals to various campus resources.
3. Provides training, supervision, evaluation to paraprofessional staff who have daily contact with students living in housing.

Qualifications/Knowledge, Skills & Abilities (Indicate minimum required to qualify or perform this job.)

Education/experience/licensing:

A Bachelor’s degree from an accredited institution of higher education.
Enrollment in a University of Toledo graduate program.
Experience working in a residence hall setting preferred.

Other skills:

Strong communication skills.
Strong organizational skills.
Ability and commitment to work with students of diverse backgrounds.

Reporting Relationships

The Graduate Assistant Hall Director may be indirectly supervised by the following positions and also receive work direction from the Director of Residence Life, Associate Directors, Assistant Directors, and Area Coordinators. The Student Conduct Officer may also provide work direction related to student conduct.

Working Conditions

The Graduate Assistant Hall Director will work in a residence hall environment with possible high stress levels. Several evening and weekend hours are required via participation in the on-campus duty rotation, Rocket Launch, DSA on-call assignments, etc. May require lifting of no more than 50lbs.

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

The signatures below indicate that the employee and supervisor reviewed the position description on the date shown:

Employee Name (PLEASE PRINT) (w/credentials, if applicable)  Employee Signature  Date

Supervisor Name (PLEASE PRINT) (w/credentials, if applicable)  Supervisor Signature  Date