



THE UNIVERSITY OF TOLEDO

Position Description

Date: <input type="checkbox"/> Created <input type="checkbox"/> Revised	
Position Title:	Graduate Hall Director
PCN:	
Employee's Name:	
Department:	Residence Life
Reports To (title):	Hall Director

FLSA:	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Non-Exempt
State:	<input type="checkbox"/> Classified
	<input type="checkbox"/> Unclassified
Union:	<input type="checkbox"/> AFSCME
	<input type="checkbox"/> CWA
	<input type="checkbox"/> UTPPA
	<input type="checkbox"/> Union Exempt

General Summary

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

Graduate Assistant Hall Directors are live-in administrative positions with responsibility primarily for desk staff supervision and co-advisement of the hall government. The graduate assistant is an academic year appointment and a 20 hour a week commitment, with full enrollment in a degree granting academic program a requirement. All Residence Life graduate assistants must recognize the value of and work toward the establishment of community. The expectation is that this is accomplished through 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.)

Rank (List in order of importance)	List of Job Duties (Start each duty with an action verb such as “operate,” “repair,” “perform,” “manage,” or “coordinate,” etc.)	Percent of Time
1.	<p>Community Development</p> <ul style="list-style-type: none"> - Develop relationships, programs, and initiatives that build a residence hall community. - Under the direction of the hall director, co-advise hall council and encourage student participation and leadership in hall functions and hall council. - Under the direction of the hall director, co-supervise Resident Advisers/House Managers - Meet, interact with, and provide counsel for individual students throughout the hall. - Respond to student behavior – supporting appropriate behavior and addressing inappropriate behavior through established department and university procedures. - Under the direction of the hall director, implement resident education assessment initiatives and comprehensive student development programs that support the Departmental mission. - Assist with the development and promotion of the Living Learning Communities. 	30%

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2.	<p>Leadership and Administrative</p> <ul style="list-style-type: none"> - Supervise the student desk staff, providing training, guidance, evaluation, and direction. - Coordinate desk staff scheduling, ensuring that sufficient trained staff is available to cover all shifts. - Complete the administrative items necessary for desk 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. - Assist with selection, training, supervision and evaluation of undergraduate staff members. - Develop working relationships with the hall operations manager, custodial staff, and food service. - Maintain records of building occupancy, room changes, key inventory, and other administrative functions in conjunction with the hall director and clerical specialist. 	30%
3.	<p>Student Conduct</p> <ul style="list-style-type: none"> - Under the direction of the hall director, assist in adjudication of minor 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. 	20%
4.	Serve on departmental committees as needed.	10%
	Respond to crisis situations both in hall and while on duty rotation; follow up with individual student concerns.	5%
5.	Perform other duties as assigned.	5%
	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 student 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.

Communication and other skills:

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

Reporting Relationships In addition to the direct supervisor (above), indicate the titles of other positions—both within the organizational unit (department, college or division), as well as outside the unit—which provide work direction to this position. Also, indicate which positions report directly to this position, as well as other positions that receive work direction from this position. (Use more space if needed.)

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

Working Conditions

Works in a residence hall environment with possible high stress levels. Some evening and weekend hours are required. 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

