

ASSISTANT HALL DIRECTOR

Job Description

Basic Function

The Assistant Hall Director (AHD) position is a half-time graduate assistantship within the Division of Student Affairs and Services and The Department of Residence Life. AHDs serve in the Student Affairs and Services operation of undergraduate residence halls. Assistant Hall Directors are responsible for providing leadership and assisting staff and students. Departmental initiatives with students focus on personal well-being, learning; multicultural development; character development and community responsibility. Additionally, AHD's assume responsibility for the management of hall operations during duty hours.

Responsibilities

In general, the Assistant Hall Director is responsible for supporting the Complex/Resident Director in the planning, implementation and evaluation of a comprehensive community and student development program for a residence hall of 400 to 1200 undergraduate and/or graduate students. Assistant Hall Directors assume primary responsibility for assisting undergraduate Mentors increase their skill level in their job functions. Assistant Hall Directors are responsible for staff supervision & training, student organization advising & group development, student contact & individual student development, administrative and departmental responsibilities.

Roles & Functions

Supervision & Training

1. Supervise 6-8 Mentors in their floor responsibilities through regular meetings, daily contact, performance evaluations, etc.
2. Responsible with other Senior Staff for staff training in the areas of personal well-being, student learning, multicultural development, character development, and community responsibility, community standards, team development, etc.
3. Advise Mentors in the development, planning & assessment of community programming.
4. Develop & maintain formal/informal contact with Mentors to assist with job/personal concerns.

Student Organization Advising & Group Development

1. Advise hall & area student groups/organizations. (These include hall government, black caucus, community service groups, etc.)
2. Assume leadership for the development of individual student leaders and the student group.
3. Guide student leaders in the development, planning, assessment & implementation of community programming.
4. Maintain formal/informal contact with student leaders to assist with leadership & personal development through community programs, organization meetings & individual meetings, etc.

Individual Student Development & Student Contact

1. Establish informal relationships with students living on floors in which there is supervisory responsibility. This includes attending hall meetings, regular rounds on the floor, etc.
2. Build visibility & relationships with students in the community through attendance at hall programs, student organization meetings, eating in the café, rounds, etc.
3. Work with Mentors to assist students experiencing academic issues & personal concerns by making referrals as appropriate.
4. Educate students through the development & implementation of programs & activities.
5. Address inappropriate student behavior and assist students in with changing behaviors through the educational discipline process and making appropriate decisions.

Administrative Functions

1. Provide duty coverage for one or more residence halls as appropriate to the area or complex.
2. Respond to emergencies on a 24-hour basis.
3. Provide students with information regarding university & community resources.
4. Maintain liaisons with resources and other units, including University Housing, Office of Racial Ethnic Student Affairs, Student Life, and other departments and community agencies.

Departmental Responsibilities

1. Assist in the recruitment and selection of professional and paraprofessional staff.
2. Participate in departmental activities as appropriate including training, committees, task groups, etc.
3. Attend divisional activities as appropriate including training, meetings, etc.
4. Participate in pre-school staff training prior to the beginning of the academic year.

Supervision Received

The Assistant Hall Director reports to and is supervised by a Complex or Resident Director. Verbal contact is expected on a regular and frequent basis. Written reports may be expected concerning specific situations. Decisions involving delegated areas should be communicated to the Complex/Resident Director, and are often made in consultation with him/her.

Supervision Exercised

With the assistance of the Complex/Resident Director, the Assistant Hall Director supervises Mentors.

Physical Effort

Mildly disagreeable working conditions involving working in an environment with limited privacy and noise. Staff must frequently respond to situations at any time of the day and night. The job requires moderate physical effort when responding to emergencies.

Conditions of Employment

1. Appointment is contingent upon a completed BA/BS and acceptance into a degree-granting graduate program at Michigan State University.
2. Assistant Hall Directors must enroll for a minimum of six credits and may carry a maximum of twelve credits per semester. Exceptions are made by the academic department.
3. A minimum 3.0 grade point average must be maintained during the period of employment.
4. Assistant Hall Directors are responsible for fees and tuition associated with their graduate programs, beyond the nine credit tuition waiver.
5. Due to the formal and informal demands of the position, involvements in other activities which require a sizeable time commitment (volunteer work, other employment, class loads above 12 credits, etc.) are permitted only with written advance authorization from the Area Coordinator. Assistant Hall Directors who are required by their academic program to participate in field experience/internships which require a significant time commitment must obtain authorization from their Director and Area Coordinator in advance.

Remuneration

All Assistant Hall Director positions are nine-month, live-in positions. Remuneration includes a furnished apartment, 20 meals per week while school is in session, qualification for in-state tuition rates, matriculation fee waiver, a monthly cash stipend, and single-person health insurance paid for by the University. Nine credits of tuition are waived for each semester (Fall and Spring) at the MSU base graduate tuition rate. **Please check with your Graduate Program college to see if there is an additional fee added in to the MSU base tuition rate. These additional fees are not included in the Graduate Assistantship tuition waiver.** For more information about fees, please see this website: http://www.ctrlr.msu.edu/studrec/tuition_feesFS.htm.