Graduate Hall Director Assistantship
Position Description

Role of the Graduate Hall Director
The Graduate Hall Director (GHD) is a part-time live-in staff member responsible for the overall or shared administration of a residence hall. The residence hall populations range from 115 to 660 and may have between four and sixteen undergraduate Resident Advisors. The Graduate Hall Director works with both the staff and residents to develop a comfortable living and learning environment coinciding with the mission and goals of Texas A&M University.

The Graduate Hall Director is responsible for the general supervision of the Resident Advisor staff and the management of the assigned residence hall. Conflict mediation, personal and disciplinary advising of individuals and groups, and the implementation of student development programs are also areas emphasized by the Graduate Hall Director. This position requires the ability to ascend and descend up to 4 flights of stairs several times a day. The Graduate Hall Director is supervised by a full time Community Director.

Learning Outcomes
- Communication
  - Demonstrate appropriate professional communication skills
- Collaboration/Teamwork
  - Work collaboratively in a variety of settings with peers, supervisors, and supervisees
- Cultural Competence
  - Demonstrate social, cultural, and global competence through community engagement
- Conflict & Crisis Management
  - Synthesize training and other information to formulate the appropriate response to conflict and crisis situations
- Ethical Decision Making
  - Demonstrate the ability to make decisions based on their personal and social responsibility to ethics

Qualifications
- Admitted to a graduate degree program at Texas A&M University prior to appointment
- Preferred: Previous residence hall experience or related student affairs leadership experience
- Excellent verbal and written communication skills
- Skills in the areas of: Critical thinking, team building, initiative, and leadership
- Available to work a full academic year (August through May)

Terms of Employment
- Graduate Hall Directors must be enrolled in a minimum of nine credit hours and a maximum of twelve credit hours of study per semester. Any exception to this must receive approval from the Associate Director of Residence Education or their designee.
- No exceptions to the course loads will be granted during the first semester of employment. Thereafter, the supervisor prior to registration must approve exceptions.
- Graduate Hall Directors are required to maintain a 3.0 cumulative and a 3.0 semester grade point ratio throughout the term of employment.
- During the period of employment the Graduate Hall Director may not hold any other assistantship, fellowship, student teaching, or other employment. Any exception to this must receive approval from the Associate Director of Residence Education or their designee. In addition, the Graduate Hall Director may not be enrolled in Veterinary or Medical Colleges unless otherwise required by the graduate program and falls within the twelve credit hours per semester maximum.

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• Participation in any extracurricular activities, including those as an officer in a campus organization, must be discussed and approved in writing by the supervisor prior to involvement.
• Staff must be able to ascend and descend stairs for duty rounds and crisis response.

Terms of Appointment and Remuneration
• Initial appointment for the Graduate Hall Directors will be for a period of nine months (August- May). Appointments for one semester are discouraged and will be offered only if other qualified applicants are not available for the full academic year.
• The compensation package for Graduate Hall Directors includes a nine month contract with a salary of $1,313.39 per month, up to $600 professional development budget (pending approval), and a furnished apartment (valued at $906/month) with cable and Ethernet connections. The salary is calculated to account for an average of 20 hours of work per week per semester consisting of the Responsibilities listed below this position description and responding to emergencies in the residence halls. The Graduate Hall Director may use the rest of his or her time for attending classes, studying, going to sporting events or concerts, etc., as he or she chooses. The salary will be pro-rated from the date of start in the fall, hall closure during winter break, and last day of employment in the spring or per term, as applicable.
• This position is also eligible for participation in the Texas A&M University System employee insurance programs and will qualify for the employer contribution to help offset the cost of insurance the first of the month following a 60-day waiting period from your date of hire. You must make your benefit selections within the first 60-days to avoid being placed in the default insurance plan which is the A&M Care Plan. When you make your selections, you may choose to immediately enroll in a Texas A&M University System sponsored insurance plan, provided you pay the full cost of premiums or you may defer enrollment until your employer contribution date. In order to receive health benefits, graduate students must be enrolled in a minimum of nine hours during each of the fall and spring semesters. In order to maintain benefits eligibility over the summer, Graduate Hall Directors must be expected to return as a full-time student and Graduate Hall Director in the fall.
• The Graduate Hall Director (GHD) benefits package also includes resident tuition payments for full-time Graduate Students registered for up to 12 hours per fall and spring semester (a total of 24 hours) for those with 9 month contracts beginning in September 1 and ending May 31 each year. For those whose contracts are extended for a full fiscal year fiscal year from September 1 – August 31, a total of 24 hours for Fall, Spring, and Summer semester combined will be available. For those beginning their contract with the spring semester, up to a total of 12 hours for the spring semester and summer semester combined will be available. In order to be eligible to utilize the tuition benefit during the summer semester, you must be in an active employed status with the department of Residence Life.
• For those who are out of state students, the Department of Residence Life will work with students to submit a waiver in order to qualify for the in state tuition rate. The resident tuition payment benefit is not included for registered Graduate Students system-wide such as other TAMU campuses or agencies. GHDs terminated for cause will be required to reimburse the department for tuition payment expenses at a prorated rate based on the actual number of days worked by the GHD. The compensation and benefits packages for this position will be pending budgetary approval. Effective January 1, 2015, an employee may have a potential tax liability for Graduate Tuition Waivers received that exceed $5,250 over the course of a calendar year. Under the Internal Revenue Code Section 127, all Graduate Tuition and Fee Waivers received by an employee in excess of $5,250 in a calendar year is taxable unless an exemption is allowed under the Internal Revenue Code.

For more information about taxing these waivers and the exceptions, you can go to http://payroll.tamu.edu/tax/graduate-tuition-waiver-taxation/

** The benefits package offered for this position is to be accepted as written or forfeited. The benefits package is not transferrable or redeemable for cash.

• A limited number of positions may be available for the summer as either a Graduate Hall Director or Conference Coordinator. Appointments to these positions will be made by the Department on the basis of performance evaluations, specific hall needs, strengths and skills of the individual staff members, area needs, etc.

Responsibilities

Administrative
• Exercises good time management skills in order to balance administrative duties with academic and personal responsibilities.
• Coordinates check-in and checkout procedures in the hall in conjunction with the Area Office.
• Collects, organizes, and submits no-show lists, etc. Meets all administrative deadlines as directed by the Coordinator of Residence Life/Supervisor.
• Coordinates the room change process within the hall.
• Submits recurring reports such as monthly reports, and other required reports to your supervisor or Coordinator in a timely manner.
• Submits required incident reports, Tell Somebody reports, and Students of Concern reports in a timely and appropriate manner to your supervisor, Coordinator, or the Associate Director.
• Maintains accurate records such budgets, furniture inventories, and others as directed by the Coordinator of Residence Life/Supervisor. Immediately communicates changes as needed to the supervisor, Coordinator, or the Housing Assignments Office.
• Coordinates the work order process and requested follow-ups.
• Coordinates efforts to keep hallways, public areas, and outside areas clean and free from personal or University items.
• Assures proper usage of university and master keys among the hall staff.
• Works with staff and students to promote security awareness to include personal safety both inside and outside the residence hall.
• In conjunction with other Graduate Hall Directors in the area, participates in Graduate Hall Director duty serving a residential area of approximately 4,000 residents.
• Informs residents of fire and safety procedures by posting information and assisting in the coordination of fire drills.
• Ensures all materials are distributed to students and/or posted on bulletin boards within one day of receiving them from the Area Office.
• Attends sub-area meetings as directed by the Coordinator of Residence Life.
• Maintains weekly office hours.
• Completes all paperwork and data entry associated with the student conduct process in a timely manner.
• Serves on University, Departmental, and Area committees as assigned by the Coordinator of Residence Life.

Facility Care
• Promotes a living environment in which there is a feeling of self-pride and respect for the residence hall and its facilities.
  ▪ Works with hall staff, hall council, and residents in developing a feeling of ownership for the residence hall building and facilities.
  ▪ Encourages programming efforts which promote “community” within the hall especially regarding facility care.
• Holds residents accountable for excessive cleaning, damages, and vandalism to the building facilities.
  ▪ Pursues individual and group billings for damages and/or excessive cleaning (as necessary and appropriate) in conjunction with the Coordinator of Residence Life/Supervisor, maintenance, and/or custodial staff.

Facilitate an environment conducive to learning within the residence hall
• Creates and maintains a residence hall environment conducive to studying.
  ▪ Gets to know the residents and be aware of their needs.
  ▪ Is available to residents who may need information, help in working through personal or academic problems, or need to talk.
• Promotes Hall Community
  ▪ Knows the hall and its needs by being aware of changes in the hall (programming and physical) throughout the year.
  ▪ Encourages programming aimed at students’ needs.
  ▪ Supports and participates in hall activities.
  ▪ Helps residents to understand their responsibility to respect one another and their hall.
  ▪ Works with Resident Advisors in promoting and providing social, wellbeing, and practical skills programming.

Support and enforce area, departmental, and university policies and procedures
• Supports and enforces all University policies, procedures, and regulations.
• Assists residents in personal development and community responsibility.
• Abides by all University and Departmental policies.
• Communicates with the Coordinator of Residence Life/Supervisor regularly on policy concerns of staff and students.
• Informs residents of policies, the rationale for the policies, and possible consequences should they violate departmental and/or University policies.
• Is pro-active in regards to student conduct.
• Communicates regularly with the Resident Advisors regarding particular floor problems and ways to solve those situations.
• Ensures the staff are enforcing policies consistently and recording any verbal warnings given to residents.
• Assists the Coordinator of Residence Life/Community Director and/or the Student Conduct Office as needed with follow-up and attending hearings concerning policy violations.
• Leads student conduct conferences with residents who have allegedly violated residence hall policy.

**Staff recruitment, selection, training, supervision, and evaluation**

• Actively encourages students with high potential to apply for Resident Advisor positions; helps train and develop their potential accordingly.
  - Actively participates in the RA Selection Process

• Trains:
  - Presents or co-presents staff training and/or in-service training programs.
  - Develops a team approach through communication and cooperation among staff.
  - Holds weekly staff meetings, meet with staff individually, and support University wide staff training efforts by participating actively and demonstrating a positive attitude.
  - Attends Fall, Spring, and Summer Workshops and Trainings when employed.

• Supervises/Co-Supervises:
  - Is responsible for the coordination of a staff of four to sixteen Resident Advisors.
  - Communicates regularly with staff regarding expectations of them as a group and as individuals.
  - Is aware of RAs’ relationships with floor/ramp/wing members.
  - Is aware of the staff’s interaction and its effect on the working relationship of the staff team.
  - Personally knows and establishes a good working relationship with all hall staff members.
  - Encourages, assists, and advises Resident Advisors in the development of their hall programs, as well as the fulfillment of their in-service training requirements.
  - Oversees Resident Advisors in developing or presenting programs for the hall, wing, ramp, or floor as outlined by the programming model.

• Evaluates:
  - Shares perceptions of each individual Resident Advisor and of his/her work by offering positive feedback and constructive criticism when appropriate.
  - Completes a written evaluation of each staff member each semester based on your interaction, the written evaluations by floor/ramp/wing residents, and as directed by the Coordinator of Residence Life/Supervisor.

**Advisor**

• Serves as the day to day advisor to the community council.
  - Attends Camp F.I.R.E.) and other community council leadership events if possible.
  - Communicates regularly with the hall president and the other officers.
  - Encourages the Resident Advisors to attend hall functions and be involved in the planning and implementation of community council programs.
  - Advises and attends community council meetings.
  - Supervises all activities provided by the community council. It is expected that the Graduate Hall Director will be informed about and approve all aspects of the event, be involved in the planning, and will attend functions whenever possible.
  - Regularly communicates the community council activities to the supervisor or Coordinator.
  - Works closely with the hall treasurer to monitor the hall council financial activity. Keeps records updated in Monthly Report.

• Serves as a para-professional advisor to residents in the hall by being familiar with resources of the university and when necessary, directing students to the appropriate person or office.
• Supports RHA activities and programs and attend meetings when possible.
Accountability Policy
You will be held accountable for your actions or lack thereof, including both positive and negative actions. It is important to follow all rules, policies, and expectations of the position you have accepted. The following policy outlines some, but not all, accountability measures. Additionally, this policy outlines a progressive discipline and accountability model that an employee would typically follow given some of the examples in this policy. However, the severity of the situation or behavior of the employee may warrant immediate progression to a more severe measure, up to and including termination, without having been provided a lesser measure previously. The severity of the measure will be determined by the supervisor in consultation with the HR Coordinator, if necessary.

NOTES
The supervisor will keep notes on each staff member regarding his or her performance throughout the year. These notes will be used to praise good work, address concerns, and to provide an accurate representation of the employee’s performance on the annual evaluation. You may request to see your notes at any point. These notes may be kept in a variety of formats.

WARNING
A Warning may be issued by the supervisor as necessary for violating job responsibilities/expectations and/or policies. This is a reminder which will state the reason for the Warning. Note of this Warning will be documented within your Notes for future reference. Some actions that could result in a Warning include but are not limited to: 1st time being late to a shift or leaving early without approval of the supervisor, 1st time failing to complete job responsibilities during a shift, 1st time having a visitor at the desk without approval, etc.

REPRIMAND
A Reprimand is a memo or form that states the specific inappropriate actions or decisions, will include specific, quantifiable expectations for improved performance, and a specified time period for significant improvement to be made. If no significant improvements are seen within the specified period, Termination or Probation may result. This Reprimand may include a probationary period with the expectation of marked improved performance. A copy of the Reprimand will be provided to you and a copy will be placed in your personnel file. Some actions that could result in a Reprimand include but are not limited to: your 2nd time being late to a shift or leaving early without the approval of the supervisor, your 2nd time having a visitor at the desk without approval, your 1st time missing a shift, repeating behaviors that resulted in a Warning, etc.

PROBATION
A period of time determined by the supervisor based upon the severity of the situation, during which your performance will be monitored for marked improvement. This will include a letter or form provided to you and placed in your personnel file that outlines the specific inappropriate actions or decisions. Some actions that could result in Probation include but are not limited to: leaving early without the approval of the supervisor, repeating behaviors that resulted in a Reprimand, falling below the required GPR, etc.

TERMINATION
Depending on the severity of the issue, Termination typically comes as a final solution after multiple infractions, though it can occur immediately, without any or all of the above actions. Some actions that could result in Termination include but are not limited to: leaving early without the approval of the supervisor, insubordination while on probation, risking the safety and security of students in the space, inappropriately using keys and/or equipment, repeating behaviors that resulted in Probation, etc.

Graduate Hall Director Name

Graduate Hall Director Signature

Date

Supervisor Signature