

# Assistant Hall Director JOB DESCRIPTION

Fall 2018 - Spring 2019

## *Philosophy of the Assistant Hall Director Position*

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The Assistant Hall Director (AHD) is an undergraduate student responsible for developing relationships with and among residents and desk assistants on campus, as well as supporting the Hall Director in specific tasks. They also work closely with other Housing and Residence Life staff members to develop and maintain an atmosphere that promotes community through excellence in academics, inclusion, and personal development opportunities for students. As an employee of Housing and Residence Life, each AHD will support the TCU and HRL mission statements, and adhere to, administer, and enforce policies and procedures as outlined in the **RA Code of Ethics, Housing and Dining License, and Student Handbook.**

## *Duties and Responsibilities of the Assistant Hall Director Position*

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Under the general direction of the Hall Director, the AHD supports Housing and Residence Life in the development of a residence life program. As a member of the HRL Staff, Assistant Hall Directors are expected to fulfill all job duties of a Resident Assistant (RA) in addition to their AHD role. The specific responsibilities of the AHD position are divided into the following categories:

### ***Hire, Train and Supervise Desk Assistants/Provide Oversight of Desk Operations***

- Create the weekly DA staff schedule based on work-study requirements
- Participate in year round DA interview processes
- Collect and organize hiring paperwork and biweekly timesheets
- Plan and execute DA training at the beginning of each semester
- Develop each DA based on strengths and areas of improvement
- Establish strong and sustainable communication efforts between DAs (GroupMe, email communication, etc)
- Assist with providing KCE initiatives with DAs
- Conduct monthly staff meetings for DAs
- Outline OTM requirements and equip DAs with OTM writing techniques
- Conduct DA performance evaluations
- Address any issues related to DA staff performance and/or discipline
- Notify the Hall Director of any issues requiring attention or intervention
- Inventory office supplies
- Ensure that the desk is kept tidy and presentable

### ***Staff Development and Support***

- Organize staff socials and team development activities for RAs and DA staff
- Serve as a liaison between the RA staff and the HD
- Serve as a resource to your fellow RA staff members
- Actively participate in HRL AHD work group or meet with Assistant/Associate Directors in HRL

### ***Support Housing and Residence Life by working as a team under the Hall Directors and Assistant/Associate Directors to:***

- Assist with RA Training
- Participate in AHD training
- Serve on a HRL Committee – optional

***Assist in additional special projects/committee work as requested by HD and/or HRL***

## *Duties and Responsibilities of the Resident Assistant Position*

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### ***Interpersonal and Helping Skills***

The RA will...

- IH1. Create opportunities for the personal, social, and academic development of students**
  - a. Be available to assist students and be visible within the hall community and the campus
  - b. Plan and implement programs/activities
  - a. Support and have genuine interest in the traditions of the residence hall, including, but not limited to, Hall Crew Association and other major hall functions
- IH2. Demonstrate helping relationships with residents**
  - a. Get to know each student on your floor or wing
  - b. Create a welcoming environment within your community, including in your room
  - c. Promote an atmosphere of trust, respect, and inclusiveness within the community
  - d. Utilize appropriate communication, both verbal and nonverbal
- IH3. Define and identify student issues and initiate appropriate intervention**
  - a. Identify personal, physical, emotional, and academic student issues and determine when and how to refer with the support of your HD
  - b. Be appropriately confidential
  - c. Demonstrate effective conflict management skills
- IH4. Demonstrate appropriate relationships and boundaries**
  - a. Maintain appropriate relationships and boundaries with hall residents and other staff members
  - b. Abide by the RA Code of Ethics and all University and Residence Hall policies

### ***Community Development and Educational Programming Skills***

The RA will...

- CDEP1. Role model constructive and positive behavior through personal, emotional, social behavior and academic pursuits**
  - a. Model an appreciation for diversity
  - b. Demonstrate ethical decision-making
- CDEP2. Interact with students to create a positive group living environment**
  - a. Develop a wing and hall community
- CDEP3. Identify and explain student concerns related to living on campus**
  - a. Report issues regarding policies, procedures, dining services, maintenance etc. to your HD, HRL, or other campus partners
- CDEP4. Demonstrate knowledge of campus departments.**
  - a. Maintain positive working relationships with HRL and other University faculty and staff members
  - b. Utilize information regarding campus departments and make connections through resources and referrals
- CDEP5. Implement programming requirements as set forth by the department**
  - a. Work collaboratively with the hall staff and HD to organize and implement comprehensive programming
  - b. Complete all required program planning and evaluation materials
  - c. Attend programs in the community and encourage residents to participate in and be supportive and involved in the Hall Crew Association

### ***Self-Responsibility Skills***

The RA will...

- SR1. Identify ways and encourage support of fellow staff members**
  - a. Support programs, staff development activities, and encourage staff and students
  - b. Assist in staff responsibilities i.e. Check-ins/out, duty rotations, desk hours, safety checks, etc.
- SR2. Demonstrate responsibility with staff privileges**
  - a. Maintain confidentiality and objectivity in all matters related to students and staff
  - b. Properly utilize resources and access to office within your community

### ***Administrative Skills***

The RA will...

- A1. Attend weekly hall staff meetings and prepare weekly reports as required by the HD**
- A2. Participate in all formal and informal staff evaluations**
  - a. Be constructively involved in the evaluation process
  - b. Work with HD and staff to set goals for individual and team performance
- A3. Complete administrative duties and paperwork as needed**
  - a. Submission of work orders, incident reporting, safety check paperwork, and other materials assigned by HRL staff
- A4. Perform regularly scheduled duty and office shifts**
  - a. Duty includes, but is not limited to, performing rounds, working the office and providing student/staff assistance as needed
- A5. Maintain an open line of communication with the HD**
  - a. Meet regularly with your HD to share job-related information (one on ones)
  - b. Respond to e-mails within 24 hours
- A6. Participate in the recruitment and selection process for hall staff**
- A7. Disseminate and collect information (posters, information from staff meetings, etc.)**
- A8. Strictly adhere to key policy.**
- A9. Perform other duties as assigned by the HRL staff.**

### ***Crisis Management Skills***

The RA will...

- CM1. Address and report behavior that endangers the health and safety of residents, as well as behavior that results in damage to University property**
  - a. Identify and report behaviors that are inappropriate and/or in violation of University policies and procedures
  - b. Confront the action in question
  - c. Document any incident(s) within 24 hours

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## ***Directed Goals and Expectations of the Assistant Hall Director Position***

### **Appointment and Contract Period**

- AHDs are employed for a 10 month period, beginning **August 1, 2018** and ending **May 13, 2019** and are expected to participate in all hall preparation included but not limited to opening and closing procedures.
- AHDs will attend and participate in weekly staff meetings, on-call rotations, meetings with your Hall Director (HD), and regular staff trainings, including: staff development, staff holiday party and end of the year banquet.
- AHDs will be an undergraduate with at least a sophomore standing, one full year of college experience, and served 2 semesters as a Resident Assistant.
- AHDs will be in good judicial standing with the University and the department of Housing and Residence Life.
- AHD's student account will be in good standing. If a financial hold appears, the AHD will be contacted and given a deadline to resolve account standing. Failure to resolve the hold may result in termination.
- The AHD position is a one year commitment, and any extended absence from the AHD role will be handled on a case by case basis. AHDs taking a year away from the position wishing to return, should they have left in good standing with Housing and Residence Life, will be handled on a case by case basis by the Assistant or Associate Directors of Housing and Residence Life.

### **Supervision**

- AHDs will receive consistent supervision through regular meetings and conversations from one of 13 Hall

Directors and will be employed in a hall based on individual staffing needs.

- AHDs will supervise, with guidance from their Hall Director, the Desk Operations for their community.
- AHDs will serve as the RA for designated residents, and will assist the Hall Director as needed in RA Staff leadership.

### Training Requirements

- Attendance at both fall and spring training is required for employment. Absences from training must be discussed with and approved by the Assistant or Associate Directors of Housing and Residence Life prior to training. The tentative dates are: Fall 2018 beginning August 1, 2018 and Spring 2019 beginning January 9, 2019. Please note these are subject to change and final dates will be communicated with you.
- Participate in department leadership initiatives such as Fall RA Seminar/Mentor Programs.
- Participate in Spring RA Pre-Service, usually a Friday and Saturday in April.
- Attend In-Services as scheduled.

### Compensation

- Single room based on availability.
- Gold (3<sup>rd</sup> and 4<sup>th</sup> semesters of service) or Platinum Meal Plan (5<sup>th</sup> or more semesters of service).
- AHDs will receive a monetary stipend for both fall and spring training.
- AHDs will receive a monetary stipend for cell phone usage each semester.
- AHDs will receive a monetary stipend for the fall and spring semester.

### Academic Qualifications

- AHDs and RAs must maintain a 2.75 cumulative GPA and be in good academic standing at the time of application throughout their term of employment.

### Time Commitments and Outside Involvement

- To maintain balance in the AHD role and other involvement, time commitments exceeding 15 credit hours of coursework and 10 hours of extracurricular activity should be addressed with the Hall Director. An agreement between the AHD and HD will be reached on reasonable hours prior to fall training.
- As a student working on campus, the federal government mandates that students work no more than 25 hours per week. Due to this position being 20 hours a week, AHDs may work another on-campus position for up to five hours a week.
- AHDs will live in the building they are assigned and be regularly accessible to staff and residents throughout the year.
- AHDs will participate in a duty rotation throughout the academic year, including all University breaks and holidays.
- Any time away that is more than 24 hours must be communicated in advance by the Hall Director. AHDs are expected to be present on nights and weekends.
- The AHD will inform the Hall Director when absent for any overnight period.
- AHDs will participate in weekly one-on-ones and staff meetings.

### Study Away

- The AHD position is a one year commitment, and any extended absence from the AHD role will be handled on a case by case basis. AHDs taking time away from the position and wish to return, should they have left in good standing with Housing and Residence Life, will be handled on a case by case basis by the Assistant or Associate Directors of Housing and Residence Life.