



<b>Title:</b>	Graduate Housing Director	<b>Name:</b>	
<b>Position Number:</b>	51002713	<b>Stipend:</b>	\$700/Month (\$3500/Semester)
<b>Job Code:</b>	51GA01	<b>Reports To:</b>	
<b>FLSA Status:</b>	<b>EXEMPT</b>	<b>Department:</b>	Housing
<b>Normal Work Schedule:</b>	ex. 8:00am to 5:30pm		

**General Summary of Responsibilities:**

The Graduate Hall Director is a ten-month, live-in assistantship with the Office of Housing and Residence Life. Reporting to a full-time Area Coordinator (AC), the Graduate Hall Director responsibilities include and not limited to providing administrative departmental support, supervision and leadership development to paraprofessional student staff, counseling, crisis management, and conflict resolution services in a residence hall setting. As a live-in member of the residence hall staff, the Graduate Hall Director works with students in developing a comfortable, safe, and secure living environment and assisting individuals with their personal needs and concerns. Maintains office hours (20 hours per week) in the hall office. Specific qualification and responsibilities for the Graduate Hall Director are outlined in detail below.

**Essential Duties of the Position:**

**50% Administration and Building Management**

- Accurately maintains all housing administrative records related to students in assigned hall.
- Oversees, in conjunction with the AC, the overall general upkeep and facility care of the assigned hall within the area, including regular walk-through tours of the residence hall building
- Oversees front desk operations for assigned residence hall in accordance with Housing and Residence Life front desk procedures to effectively monitor the conditions of the facilities.
- Attend and participate in professional staff meetings as scheduled. Meets regularly with their Area Coordinator supervisor.
- Work closely with the Assignments and Contracts Coordinator and the Associate Director of Housing Operations in managing vacancies and reporting room changes
- Coordinate and manage the opening and closing of the residence hall.
- Manage, distribute, and replaces the keys as necessary for the residence hall.
- Interpret and implement process, policies, and procedures.

- Works with Budget Manager to place hold on resident's accounts, due to community fines, lost color cards, lost keys, and other miscellaneous items upon confirmation of immediate supervisor.
- Perform other duties as assigned

### **25% Supervision**

- Provides direct supervision to up to 15 undergraduate RAs.
- Ensures daily contact with the RAs of each hall for the purpose of exchanging information, discussion of ideas, problem solving, advising in regards to working with residents and miscellaneous needs.
- Coordinate work Front Desk schedule and information to student staff.
- Meets weekly with student staff both in a group and individually with each to facilitate communication and provide support.
- Hold one-on-one meetings with the RAs on a regular basis.
- Oversees programming and in-service requirements for residence hall staff.
- With the Area Coordinator, coordinate recruitment, selection, training, and evaluation, and directly supervises student staff for assigned hall. Which includes: participating and assisting with Fall and Spring HRL training workshops.
- Perform other duties as assigned

### **15% Community Building**

- Create living-learning environments that challenge and encourage the holistic development of students through the Residential Curriculum learning model.
- Create an open and safe environment that encourages residents to grow and examine issues including leadership development, personal growth, diversity and inclusion, and academic success.
- Provide counseling and referral for personal, developmental, judicial, and academic concerns of students.
- Be creative and innovative in personally connecting to the residents.
- Inform and educate residents about institutional and Residence Life policies and regulations.
- Empower residents to take responsibility for their actions and decisions as a member of the Valdosta State University and residence hall community.

### **10 % Crisis Management and Conduct**

- Participates in an on-call rotation throughout the calendar year to respond to incidents and emergencies as they occur, for a residential population of approximately 3,000 undergraduate students.
- Serves an educational conduct judicial hearing officer (Maxient software system)
- Responds and follows up, as appropriate, to emergency/critical incidents related to students in the hall in accordance with Housing and Residence Life emergency procedures.
- Supports and enforces university and housing policies and procedures.

### **Knowledge, Skills, and Abilities:**

Knowledge: teaching and instruction for individuals and groups; knowledge of administrative and clerical procedures and systems such as word processing, managing files and records; knowledge of safety protocol in the lab

Skills: instructing, critical thinking, reading comprehension, monitoring, active listening

Abilities: speech clarity, oral expression, written expression

**Supervisory and Leadership Responsibilities:**

- Communicate information to guide or assist Resident Assistants and Residents
- Coordinate work Front Desk scheduled with student staff
- Communicate information among co-workers, customers, vendors, and management

**Decision-Making:**

- Perform routine or semi-routine work under immediate supervision.
- Perform semi-routine work involving set procedures, but which may require problem-solving, serve customers or co-workers, or respond to requests.
- Work in a moderately fluid environment with guidelines and rules having frequent variations from the routine.

**Financial Authority:**

- Works with Budget Manager to place hold on resident's accounts, due to community fines, lost color cards, lost keys, and other miscellaneous items upon confirmation of immediate supervisor.

**Involvement with Tools and Equipment:**

- Use office machines such as copiers or calculators.
- Use computers for data entry
- Use computers for word processing, spreadsheets, PowerPoint presentations or custom applications
- Supervise the activities of those operating technology systems.

**Education, Experience, and Certification/License Qualifications:**

Completion of a Bachelor's degree

Enrolled in a degree-seeking graduate program with preference given to applicants enrolled in Higher Education in Student Affairs program, Counseling, or related field. Other applicants interested in pursuing a career in Student Affairs are highly preferred.

Experience in co-curricular activities and student leadership

**Physical Requirements:**

Ability to perform the essential functions of the position with reasonable accommodation

Ability to communicate with reasonable accommodation

**Compliance Requirements**

Position Requires a Criminal Background Check

Position Requires completion of VSU's Annual Compliance Training Course (to include: Drug Free Workplace, Anti-Harassment Policy, Introduction to Information Security, Worker's Compensation, BOR Motor Vehicle Use Procedure, USG Ethics Policy, Georgia Open Records Act, Family Education and Right to Privacy Act [FERPA])

Position Requires Compliance with the BOR Motor Vehicle Use Procedure

Position Requires Compliance with Valdosta State University Right to Know Policy

Position Requires Compliance with the VSU Information Resources Acceptable Use Policy

**Americans with Disabilities Act**

Valdosta State University is governed by the Board of Regents of the University System of Georgia, which specifically prohibits discrimination on the basis of disability. Valdosta State University is committed to complying with the goals and objectives of the Americans with Disabilities Act.

**Equal Opportunity Employer**

It is the policy of Valdosta State University to employ people of the highest quality available based on ability, experience, training, intelligence, character, and physical fitness according to the needs of the University. No applicant for employment otherwise qualified for employment will be excluded because of race, color, sex, age, religion, creed, disability or national origin. Furthermore, no employee will be denied the benefits of, or be subjected to discrimination under any program or activity conducted by Valdosta State University based on such criteria. This policy pertains to all facets of employment including promotions, upgrading, and compensation as well as layoffs, demotions, and other terminal action.

**Signatures:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor's name and Title: \_\_\_\_\_

Reviewing Authority Name and Title: \_\_\_\_\_