The Graduate Assistant Residence Hall Director (GARHD) role is a 9 ½-month, part-time position that reports directly to a Full-Time Professional Residence Hall Director.

KNOWLEDGE AND SKILLS

- Effective oral and written communication skills; ability to communicate effectively with individuals from a variety of culturally diverse backgrounds
- Knowledge of administrative practices; organizational skills
- Ability to work independently and meet multiple task deadlines
- Ability to establish and maintain effective student and staff relationships
- Understanding of and commitment to a multicultural/diverse campus community
- Awareness of and commitment to the mission of Housing and Residence Life and Northern Arizona University

QUALIFICATIONS

Bachelor's degree, residence hall experience, and acceptance into an NAU graduate program, preferably the Counseling with an emphasis in Student Affairs program.

GENERAL RESPONSIBILITIES

The GARHD is a live-in position responsible for assistance with the administration and operation of a residential community. GARHDs are expected to enhance the living environment of the residence hall through staff and student development, resident outreach, community building, attention to facilities, and administrative organization including staff supervision. GARHDs manage small residence halls or assist with managing large halls.

SPECIFIC RESPONSIBILITIES

Staff Supervision and Development:

- Hire, train, supervise and evaluate Resident Assistants and front desk staff.
- Attend and assist in facilitating departmental Resident Assistant training. Plan and implement in-hall staff training sessions.
- Work with staff members individually to encourage growth and development.
- Organize and facilitate staff development activities to promote a strong sense of team and support, and to respond to staff concerns.
- Guide RAs in the implementation of the departmental community building model and resident outreach at the hall level.
- Develop skills of Resident Assistants in peer helping and referral techniques.
- Provide staff members with ongoing positive and constructive feedback. Handle individual staff concerns as they arise.
- Facilitate weekly staff meeting.

Student and Community Development:

- In some cases, provide programmatic and administrative support to Residential Learning Communities (RLCs) located in the hall.
- Interact with students from a wide variety of age groups and social backgrounds, providing them with personal and administrative support necessary in developing an inclusive community environment.
- Possess a strong understanding and commitment to the development of students.
- Advise the elected hall association officers and student staff to coordinate an effective hall organization and attend hall association meetings.
- Become acquainted with students living in the hall and provide personal and administrative support necessary in developing an inclusive community environment.
- Work with students to develop and maintain an atmosphere conducive to study and community living, and encourage students to take responsibility for developing a community atmosphere.
- Implement departmental Model of Development and Learning based on the theory of Self Authorship. The areas of the Model of Development and Learning include Self, Relationships & Community, Success Skills, and Integration.
- Counsel, advise, and provide appropriate referrals for residents in need of professional services.
- Handle emergency or crisis situations appropriately as they arise.
- Apply conflict resolution skills and counseling techniques when responding to student crisis situations.
- Be familiar with and enforce the rules and regulations of the University and Housing and Residence Life.
- Direct hall-level student conduct efforts and serve as a University judicial hearing officer for Housing and Residence Life and the Office of Student Life. Address inappropriate behavior of students and in following due process, determine fair and appropriate sanctions. Make conduct and counseling referrals as appropriate.
- Initiate change and develop and implement new ideas and concepts to improve the quality of life within the residence hall.

**Administration:**

- Communicate regularly with Full Time Residence Hall Director and Assistant Director, providing accurate and detailed information, and keep supervisor informed of events in the hall on a timely basis.
- Maintain office hours as determined by area needs.
- Open and close a residence hall at the beginning and end of each semester. Submit summary closing report at the end of each academic year.
- Facilitate residence hall operations including student room assignments, in-hall and between-hall transfers, consolidation, paid vacancy sales, and assistance with annual reapplication process.
- Provide, coordinate, and supervise desk coverage. Monitor and/or administer student employee scheduling and payroll preparation.
- Review and authorize expenditures to keep the residence hall in operating order, ensuring that budgetary guidelines are followed. Budgets include staff development, community building, hall association, office supply/duplicating, and payroll.
- Attend Hall Leadership Meetings held on a regularly scheduled basis.
- Serve as a liaison to maintenance and custodial staff. Report, track, and follow up on facilities issues in the hall. Advocate for facilities improvements to enhance student development and academic success within a residential setting.
- Tour and inspect facilities to ensure building security and safety; recommend modifications in policy and procedure to upgrade safety and security of facilities.
- Provide and share on-call coverage for campus, including weekend and holiday coverage.

**TERMS OF EMPLOYMENT:**

1. **Enrollment:** Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU. As a condition for retention in the role, the Graduate Assistant must remain in good academic standing, which includes the following: 1) maintaining a minimum semester and cumulative GPA of 3.00, 2) no grades of C or below, and 3) completion, each semester, of a minimum/maximum of nine (9) credit hours in Fall or Spring semesters which apply towards graduation.

2. **Period of employment:** Employment begins approximately mid-July and runs through the end of the spring semester of the same academic year. All Graduate Assistants are hired under a provisional contract that carries a probationary period of one semester during which employment status will be reviewed. It is encouraged that GA candidates view the assistantship as a 2 year commitment.
3. **Work Hours:** The Graduate Assistant will work *approximately* 20 hours per week including evening and weekend commitments in addition to regularly scheduled office hours. Graduate Assistants may not accept other employment during the contract period.

4. **Remuneration:** A stipend of $10,013 for a 9 ½ month contract (summer employment upon availability), student health care plan, furnished on-campus apartment, and meal plan, 100% tuition remission, student fees are not covered. The Graduate Assistant is obligated to adhere to the policies of their residential community, Housing and Residence Life, and Northern Arizona University.

**Work Hours:**
This position is part-time 20-hour/week with some weekend and evening commitments. GARHDs are expected to be on campus at least two weekends each month and for the following events: Opening/Closing weekends, Homecoming Weekend, Family Weekend and RA interview days.

**Background Checks:**
A criminal background investigation, employment history investigation, and a fingerprint check will be performed prior to employment offer.