Graduate Hall Director Position Description

Position begins August 4, 2014 and ends May 23rd, 2015. A limited number of Summer 2015 GHD positions will be available.

Reporting to an Associate Director (AD) for Residential Programs, the Graduate Hall Director (GHD) supports the Office of Residential Programs in its efforts to enhance the residential experience within the Columbia undergraduate community. A live-in position, the GHD provides leadership for Residential Programs student staff in an assigned area. By maintaining visibility and being approachable to student staff and residents, the GHD helps educate residents on University policies and builds community in the area of oversight. Each GHD position varies depending on demographics of this area, and there may be additional opportunities to work in the following specialized areas: Greek Organizations, Special Interest Communities, Faculty-in-Residence programs, Dean-in-Residence, the Living-Learning Center, and Residence Hall Leadership Organization.

Qualifications
Candidates must be full-time graduate students at Columbia University, in a degree-granting program. First and second year law, medicine, business, fine arts, and journalism students are not eligible candidates. Prior Residence Life experience preferred.

Remuneration
- Housing within Columbia University’s residence halls (valued at $10,000) and a $5000 stipend for the academic year. Housing assignments vary in size and configuration by residence hall.
- Dining Dollars (amount varies depending on kitchen access in living spaces).

Student Staff Development & Supervision
- Supervise approximately 10 student staff
- Provide on-going support to student staff, having one on one meetings with each staff member
- Organize and facilitate a weekly staff meeting (Tuesdays at 10:00pm)
- Evaluate student staff throughout a continuous Performance Appraisal process
- Facilitate training sessions for the student staff during the August and Winter Recharge Trainings
- Review and evaluate student staff program proposals and evaluations

On-Call & Incident Follow-Up
- Serve within an on-call rotation as a first responder for emergency situations involving Columbia College and Fu Foundational School of Engineering and Applied Science undergraduate students
- While on call, respond to incidents within 15 minutes in a calm and responsible manner, while exercising good judgment
- Utilize the case management system Maxient to document and follow up on incidents
- Be familiar with campus and community resources and be able to provide this information to residents.
- Maintain confidentiality and effectively share information when appropriate
- Work with the Associate Director to make appropriate referrals for residents to partner offices for additional support when needed
- Assist the Associate Director in meeting with students regarding conduct and wellness issues

Administrative Responsibilities
- Respond to email within a timely manner
- Assist the Associate Director in monitoring facilities and maintenance issues within assigned buildings
- Assist the Associate Director in overseeing the area budget
- Serve on a departmental committee
- Other duties as assigned

Personal & Professional Development
- Attend monthly GHD development meetings
- Meet with Associate Director regularly for one-on-one supervision
- Participate in self-reflection exercises
- Role model appropriate behavior at all times including, but not limited to, monitoring online self-content and upholding university policies

Important Dates (mandatory)
- GHD fall move-in weekend: August 1, 2014 – August 3, 2014
- GHD Training: Monday, August 4, 2014 – Wednesday, August 13, 2014
- Student Staff Fall Training: Friday, August 15, 2014 - Friday, August 22, 2014 (with additional responsibilities expanding until the beginning of classes)
- GHD Winter Recharge Training: Tuesday, January 13, 2015
- New Staff Recruitment – Friday, December 5, 2015, Saturday, January 24, 2015, and Sunday, January 25, 2015

In accordance with its own values and with federal, state, and city statutes and regulations, Columbia does not discriminate in admissions, employment, programs, or services on the basis of sex, race, color, creed, national origin, sexual orientation, or disability. This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required now or in the future.