Graduate Hall Director Position Description

Position begins August 10, 2015 and ends May 21, 2015. A limited number of Summer 2016 GHD positions will be available.

Reporting to an Associate Director (AD) for Residential Life or the Director of Fraternity & Sorority Life, the Graduate Hall Director (GHD) supports Residential Life in its efforts to enhance the residential experience within the Columbia undergraduate community. A live-in position, the GHD provides leadership for Residential Life 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 area demographics, and there may be additional opportunities to work in the following specialized areas: Fraternity & Sorority Life, Special Interest Communities, Faculty-in-Residence programs, Dean-in-Residence, the Living-Learning Center, and the 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 $5,000 stipend for the academic year. Housing assignments vary in size and configuration by residence hall.
- Dining Meal Plan

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 (staff meetings are scheduled for 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 programs, including program proposals and evaluations

Advising
- Serve as staff advisor to hall council, with accountability to the department for the council’s progress. Provide guidance and leadership to the group around student leader support, logistical planning and management, and policy and procedure education
- Advocate for the council’s needs and communicate to the Associate Director and Student Leadership Committee Chair regarding council work
- Support Senior Resident Adviser and other student staff to mentor the council, communicate to the residential community regarding hall council, and delegate administrative tasks as appropriate
- Assist the council with budget, expenditures, space/equipment reservations, and connection to various University resources
- Attend weekly hall council meetings, hall council programs, departmental trainings/retreats for advisors, and monthly advisor meetings

On-Call & Incident Follow-Up
- Serve within an on-call rotation as a first responder for emergency situations involving Columbia College and Fu Foundation 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 Residential Life Professional Staff on-call to make appropriate referrals for residents to partner offices for additional support when needed
- Assist the Associate Director or Director in meeting with students regarding conduct and wellness issues

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

Personal & Professional Development
- Attend monthly GHD development meetings
- Meet with Associate Director or Director regularly for one-on-one supervision
- Role model appropriate and inclusive 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 7, 2015 – August 9, 2015
- Student Staff Fall Training: Friday, August 21, 2015 – Friday, August 28, 2015 (with additional responsibilities, including Resident Move-In, expanding until the beginning of classes through September 8)
- GHD Winter Recharge Training: Tuesday, January 12, 2016
- Student Staff Winter Recharge Training: Wednesday, January 13, 2016 – Friday, January 15, 2016
- New Staff Recruitment: Friday, December 4, 2015 & Saturday, January 23, 2016
- Spring Orientation: April 24, 2016
- Senior Move-Out: Thursday, May 26, 2016
- Student Staff Move-Out: Friday, May 27, 2016

Please note that given the dynamic work of Residential Life there may often be times where Graduate Hall Directors are required to respond to campus crises, participate in department process, and complete other duties as assigned as needed. Please also note that if you wish to seek outside employment, a request must be made to your direct supervisor prior to taking on the additional responsibility.

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 of 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.