Reporting to the Associate Director (AD) for Residential Programs, the Graduate Hall Director (GHD) supports the Office of Residential Programs in its efforts to enhance campus living. As a live-in position, the GHD sets expectations, evaluates performance, monitors progressive discipline, and provides direction for the Residential Programs Staff in the assigned area. The GHD organizes and runs regular staff meetings, informs students and staff of local and University-wide policies and regulations in relation to residential living, and oversees all day-to-day aspects of budget for residential programming. The GHD, depending on the area, will have additional opportunities to work in the following specialized areas: Greek Letter Organizations, Special Interest Communities, Faculty-In-Residence programs, the Living-Learning Center, and Residence Hall Leadership Organization.

**Staff Development**

A. Supervise the Resident Adviser and Community Adviser staff  
B. Initiate and implement on-going training and development activities for student staff  
C. Serve as a coordinator, motivator, and resource person to encourage student staff to take ownership of their community  
D. Assess the needs of the student staff on a continuing basis  
E. Facilitate community standards with the student staff, and review and/or update the standards throughout the academic year  
F. Prepare student staff to facilitate community standards meetings with their students and review and/or update these standards throughout the academic year  
G. Facilitate weekly RA/CA staff meetings  
H. Hold one-on-one supervisory meetings with area RAs/CAs (a minimum of once every other week)  
I. Oversee programmatic initiatives by generating reports, tracking programs, providing resources, and identifying program opportunities for staff  
J. Work with Community Advisers (CAs) to coordinate area and campus wide programming, carry out needs assessments, and act as a resource to promote and enhance the programming model of the Office of Residential Programs  
K. Assist AD with budget management to ensure timeliness in tracking, spending, and vendor payments  
L. Provide an active and visible presence at student events and meetings beyond business hours  
M. Attend and be active in building, area, and university functions  
N. Enforce progressive disciplinary procedures with student staff in partnership with your Associate Director  
O. Other duties as assigned

**On-Call Responsibilities**

A. Respond to all emergency situations in a calm and responsible manner, exercising common sense and good judgment  
B. Serve within an on-call duty rotation as a first, on-site responder following incident response protocol for Columbia College and Fu Foundation School of Engineering and Applied Science undergraduates  
  - Schedule determined during August and January trainings  
  - On call begins Friday, August 17, 2012 and ends Friday, May 17, 2013  
  - On call hours are 5 p.m. to 9 a.m. during weekdays, 24 hours during holidays, weekends, and when department is closed  
  - When on call, GHDs must be within five minutes from campus to respond to any incident  
C. Document a range of community situations by completing thorough incident reports  
D. Be familiar with, communicate, and enforce policies and procedures in a positive fashion  
E. Understand campus and community resources and provide such information to residents  
F. Follow all other duty procedures as outlined by the Office of Residential Programs and your supervisor

**Personal Development**

A. Engage in conversations and trainings focused on allowing GHDs to better understand their own identities  
B. Challenge oneself to achieve a greater awareness of people’s perceptions while maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education  
C. Exhibit effective listening and intervention skills that demonstrate an understanding of, a sensitivity to and an appreciation for diversity  
D. Be open to feedback as part of regular supervisory meetings as well as formal evaluation periods  
E. Recognize personal limitations  
F. Understand limitations of the GHD role and seek appropriate resources  
G. Take responsibility for personal decisions

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H. Role model appropriate behavior at all times including, but not limited to, monitoring online self-content and upholding university policies

**Advising and Counseling**
A. Know the student staff and be aware of their personal, social, and academic concerns
B. Refer residents to the Associate Director when there is a perceived need for professional attention
C. Work with the Associate Director to make appropriate referrals
D. Be visible, available, and approachable to the student staff and the area residents
E. Mediate conflicts between roommates and suitemates when necessary
F. Advise Special Interest Communities (SICs) within your area if applicable (not all residential areas have SICs)
G. Uphold the established standards of confidentiality

**Committee Work**
A. Serve on one departmental committee (to be determined during GHD Training). The Residential Programs committees are:
   - Student Staff Training; RA Recruitment and Selection; GHD Selection, Training, and Development; Recognition and Appreciation; the Special Interest Community Committee; Evaluation and Assessment Committee; and CA Selection, Training, and Development.

**Administrative Responsibilities**
A. Respond to all Residential Programs related email within 24 hours
B. Facilitate training sessions during August and Winter Recharge Trainings
C. Under the direction of the AD, assist with conduct violations in an educational and timely manner
D. Track and maintain the programming calendar for the residence hall area; ensure programming updates are sent to your AD and the Director of Residential Programs on a monthly basis.
E. Attend bi-monthly GHD staff meetings
F. Participate in weekly supervisory meetings with the AD
G. Conduct thorough monthly walk-through of building(s) to report outstanding facilities and maintenance issues
H. Participate in interviews and file review during Staff Selection
I. Assist with August Check-in and May Check-Out
J. Act as liaison with Columbia University’s Housing Office to assist with room and facilities issues
K. Complete approximately 20 office hours per week to carry out aforementioned responsibilities

**Qualifications**
A. Must be a full-time enrolled graduate student at Columbia University, in a degree-granting program. Ineligible applicants are first year law school, medicine, business, M.F.A., journalism, and 2nd year law school students. Candidates must have experience working with college-age students, ideally in a residence life setting for at least one year; RA experience preferred

**Remuneration**
A. Housing (valued at $10,000) and a $5000 stipend (housing varies according to placement)
B. Dining Dollars, which varies according to placement due to kitchen access

**Period of employment**
A. The position begins Monday, August 6, 2012 and ends Friday, May 17, 2013. [Note: This is a one-year position (during the academic year) with possible extension to summer and fall based on performance dialogue.]
B. Fall move-in is the weekend of August 3, 2012
C. GHD Training: Monday, August 6 - Friday, August 17, 2012
D. RA/CA Fall Training: Saturday, August 18 – Friday, August 24, 2012
E. Spring return is Friday, January 11, 2013 for Winter Recharge Training

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.