



UNDERGRADUATE STUDENT LIFE

Residential Life

Graduate Hall Director (GHD) Position Description 2021-2022

Position begins in August 2021 and ends at the end of Spring 2022. Given the current COVID-19 pandemic, the current move-in and training dates are tentative but will be confirmed once we have additional information.

Reporting to an Associate Director (AD), Assistant Director (AD), or Residence Hall Director (RHD) in Residential 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 demographic; some positions may include additional opportunities to work in specialized areas, including Special Interest Communities.

Qualifications

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

Remuneration

- Housing within Columbia University's residence halls (valued at \$10,000) and a \$6,400 stipend for the academic year. Housing assignments vary in size and configuration by residence hall.
- Dining Meal Plan

Time Commitment

- GHDs work approximately 20 hours per week during the academic year. This work will include supervision of student staff (one on one meetings and staff meetings), crisis intervention, incident follow up, committee work, advising hall council, and administrative tasks (budget, programming, facilities management, communicating with partner offices, assisting with departmental processes, etc.).
- GHDs must be available **every Tuesday from 9:00pm-11:00pm** for Hall Council and Staff Meetings (see below).

Student Staff Development & Supervision

- Supervise approximately 7-10 student staff
- Provide on-going support to student staff, having one on one meetings with each staff member
- Organize and facilitate weekly staff meetings and hall council meetings (*GHDs must be available every Tuesday from 9:00-11:00pm*)
- 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
- Facilitate Resident Assistant seminars to prepare future RAs for the position and participate in student staff interviewing, hiring, and placement

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 direct supervisor 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, and departmental trainings/retreats for advisors

Incident Follow-Up

- 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 On-Call 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 in collateral assignments or departmental projects
- Assist supervisor in monitoring facilities and maintenance issues within assigned buildings
- Assist supervisor in overseeing the area budget
- Serve on a departmental committee (may include RA Training & Selection, Wellness, Special Interest Communities, and Intercultural Education)
- Assist in the management and oversight of a departmental project or program when applicable, including but not limited to, special interest communities, transfer/combined plan student initiatives, and faculty programming.

Personal & Professional Development

- Meet with direct supervisor 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
- Attend weekly area leadership team meetings

Important Dates (mandatory-Dates TBD)

- Fall Training (August)
- First Year Move-In
- NSOP (New Student Orientation Program)
- Upperclass Move-in
- New Staff Recruitment
- Winter Recharge Training
- Bacchanal
- Move-Out (Non-Seniors)
- Move-Out (Seniors)

**Dates subject to change based on accommodation availability, as well as departmental needs*

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 a GHD wishes to seek outside employment, a request must be made to their 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.