



# UNDERGRADUATE STUDENT LIFE

## Residential Life

### Graduate Hall Director (GHD) Summary of Qualifications, Compensation, and Primary Responsibilities

Position begins August 5, 2024 and ends May 23, 2025.

Reporting to an Associate 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. The GHD provides leadership for Residential Life student leaders (resident advisers) in an assigned area. By maintaining visibility and being approachable to RAs 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 preferred. Students enrolled in the following schools/programs are not eligible: first and second year law, medicine, business, fine arts, journalism, arts & sciences PhD.

#### **Compensation**

- Housing within Columbia University's residence halls (valued at \$10,000) and a \$7,500 stipend for the academic year. Housing assignments vary in size and configuration by residence hall.
- Dining Meal Plan

#### **Time Commitment**

The GHD time commitment is approximately 20 hours per week during the academic year. While many responsibilities can be completed based on the GHD's schedule, GHDs must be available Tuesdays from 9 - 11pm for standing hall council and RA meetings. Please note that given the dynamic work of Residential Life, there may often be times where GHDs are required to respond to campus crises, participate in department processes, and complete other duties as needed.

#### **Primary Responsibilities**

##### ***RA Development & Oversight***

- Lead a team of approximately 7-11 RAs
- Provide ongoing support to RAs, hosting one on one meetings with each RA on a weekly/bi-weekly basis
- Organize and facilitate weekly RA team meetings
- Evaluate RAs through a continuous performance appraisal process
- Facilitate training sessions for RAs during the August and Winter Recharge trainings
- Review and evaluate RA programs, including program proposals and evaluations
- Participate in the annual RA selection process; conduct individual and group interview sessions

##### ***Advising***

- Serve as the adviser to the hall council within the community of oversight, 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
- 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 advisers

### ***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 supervisor and the on-call team to make appropriate referrals for residents to partner offices for additional support when needed
- Assist supervisor in meeting with students regarding conduct and wellness issues

### ***Administrative Responsibilities***

- Respond to email within a timely manner (daily Monday - Friday)
- 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
- 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)**

- GHD fall move-in period: Friday, August 2 – Sunday, August 4, 2024
- Res Life Prostaff/GHD Training: Monday, August 5 – Friday, August 16, 2024\*
- RA Fall Training: Sunday, August 18 – Friday, August 23, 2024
- First-Year Student Move-in: Saturday, August 24 – Sunday, August 25, 2024
- Upperclass Student Move-in: Friday, August 30, 2024
- Bacchanal: April 2025 - TBD
- Move-Out (Non-Seniors): Saturday, May 17, 2025
- Senior Move-Out: Thursday, May 22, 2025

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