Graduate Hall Director Position Description

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, Dean-in-Residence, the Living-Learning Center Selection, and Residence Hall Leadership Organization.

Dates of Employment:

Position begins August 5, 2013 and ends May 23rd, 2014. A limited number of Summer GHD positions will be available. The application process for Summer 2014 will begin in December, 2013.

Qualifications

Candidates must be a full-time enrolled graduate student at Columbia University, in a degree-granting program. First and second year law, medicine, business, M.F.A., and journalism students are not eligible candidates. 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 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.
B. GHDs with limited kitchen access will also receive a University meal plan.

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
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 Responsibilities

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. On average, committees meet twice per month, with additional duties around a specific event (e.g. recruitment)

**Administrative Responsibilities**

A. Respond to all Residential Programs related email within 24 hours during business hours (M-F, 9AM-5PM)
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. Review and evaluate program planners and evaluations and provide reports for your specific residence hall(s)
E. Attend monthly GHD staff meetings. These are held on the first Sunday of every month at 7:00 PM. All dates will be provided during August training, to include exceptions for holidays.
F. Participate in weekly supervisory meetings with the AD
G. Gather information from RAs regarding outstanding facilities and maintenance issues and relay to ADs monthly
H. Participate in interviews and file review during Staff Selection
I. Assist with August Check-in and May Check-Out
J. Act as a liaison with Columbia University's Housing Office or UAH to assist with room and facilities issues
K. Complete approximately 20 hours of work per week to carry out aforementioned responsibilities
L. Other related duties as specified

**On-Call Responsibilities**

A. Respond to 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
C. On call schedule will be set during August and January trainings for respective semesters.
D. On call begins the first week of GHD training and ends on Friday, May 23rd, 2014
E. On call hours are 5 p.m. to 9 a.m. during weekdays, 24 hours during holidays, weekends, and when department is closed
F. When on call, GHDs must be within five minutes from campus to respond to any incident
G. Document a range of community situations by completing thorough incident reports
H. Be familiar with, communicate, and enforce policies and procedures in a positive fashion
I. Understand campus and community resources and provide such information to residents
J. Follow all other duty procedures as outlined by the Office of Residential Programs and your supervisor

**Important Dates**

A. Fall move-in is the weekend of August 2nd, 2013
B. GHD Training: Monday, August 5th – Wednesday, August 14th
C. RA/CA Fall Training: Thursday, August 15th-Friday, August 23 (with additional responsibilities expanding until the beginning of classes)
D. Spring return is Monday, January 13 for Winter Recharge Training
E. RA/CA Winter Recharge Training: Wednesday, January 15th, 2014
F. New Staff Recruitment – Friday, December 6, 2014 and Saturday, January 25, 2014 and Sunday, January 26, 2014

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.