Summer 2013 Graduate Hall Director Position Description

The Summer Graduate Hall Director (GHD) is a paraprofessional staff member of the Office of Residential Programs who is responsible for assisting Office of Residential Programs and Housing with all aspects of Summer Housing programs, including the supervision of RAs and residence hall check-in/check-out processes. GHDs must also maintain sensitivity to cultural norms and work to be an ally for students in matters of diversity and diversity education. The successful GHD is concerned with the growth and development of each individual in their hall(s) and is expected to promote an environment conducive to the overall wellness needs of the residents. GHDs must demonstrate sound interpersonal skills, initiative, dependability, and a positive attitude. The GHD reports directly to the Director of Residential Programs.

Dates of Employment: Position begins May 18, 2013 and ends August 17, 2013

Qualifications

Candidates must have experience working with college-age students, ideally in a residence life setting for at least one year. We will prioritize GHD candidates who have completed at least one semester as a GHD on the Residential Programs staff.

Personal Development
A. Willing to engage in conversations and trainings focused on allowing RAs to better understand their own identities;
B. Challenge yourself to achieve higher levels of awareness of people’s perceptions, maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education;
C. Exhibit effective listening and intervention skills that demonstrate and understanding of as well as a sensitive and appreciation for diversity;
D. Maintain positive working relationships with other staff members and offices on campus;
E. Respond to all emergency situations in a calm and responsible manner;
F. Be open to feedback as part of regular supervisory meetings as well as formal evaluation periods;
G. Recognize personal limitations;
H. Recognize the limitations of your role and seek appropriate resources;
I. Take responsibility for the decisions that you have made;
J. Use common sense and good judgment;
K. Consult with Director of Residential Programs before making decisions as warranted.

Community Development
A. Attend and be active in building, area, and university functions;
B. Will document all incidents involving all summer housing residents;
C. Will document and inform the Office of Residential Programs of all Summer Housing disciplinary cases involving CC or SEAS undergraduates.

Supervision
A. Will supervise Summer RAs;
B. Conduct 1:1 meetings with Summer RAs;
C. Recognize personal limitations;
D. Will be accessible to all Summer RAs for support and advice;
E. Lead weekly Summer RA staff meetings;
F. Refer any resident whom you perceive needs professional attention to your Graduate Hall Director/Director of Residential Programs;
G. Work with your supervisor to make appropriate referrals;
H. Be visible, available, and approachable to your residents;
I. Respond to and document the range of community situations;
J. Mediate conflicts between roommates and suitemates when necessary;
K. Uphold the established standards of confidentiality.
Information, Communication, and Resource Referral

A. Attend all staff meetings; including:
   a. Leadership Team Meeting with Director of Residential Programs & GHDs
   b. Weekly Staff Meeting with RAs
B. Check and respond to your email and your campus voicemail at least once per day;
C. Be familiar with, communicate, and enforce policies and procedures in a positive fashion;
D. Be familiar with campus and community resources and provide such information to residents;
E. Maintain regular and frequent communication with Director of Residential Programs.

Maintenance and Safety

A. Understand maintenance reporting, community safety, emergency and fire evacuation procedures;
B. Report needed repairs according to established procedure;
C. Familiarize residents with maintenance reporting, community safety, emergency and fire evacuation procedures;
D. Respond to emergencies on a 24-hour basis;
E. Adhere to fire safety evacuation procedures for the area.

Staff Standards

A. Role model appropriate behavior at all times, including on-line/social media.
B. Be familiar with, enforce, and be able to explain campus policies/regulations in a positive manner;
C. Encourage students to take responsibility for their own actions and increase their consideration for others;
D. Refer staff disciplinary matters to Director of Residential Programs;
E. Immediately address and document all incidents and situations that threaten the health, safety, and security of the community.

Administrative Responsibilities

A. Will complete 10 hours per week in the Office of Residential Programs.
B. Complete assigned paperwork and administrative tasks as per your Graduate Hall Director, Associate Director or Director of Residential Programs.
C. Will plan and implement all aspects of summer RA training, and pieces of CA (Conference Assistant) training on Monday, May 20th.
D. Organize all Summer RA office work schedules
E. Work in partnership with Housing Services for Summer Housing programs (Summer Session I and II) check-in and check-out procedures days for as outlined below:
   a. May 27, July 5, July 7, July 14, August 10,16
F. Meet the requests from our university partners, including, but not limited to Housing, Public Safety, etc. as per Residential Programs professional staff (Associate Directors/Director of Residential Programs);
G. Document damage or vandalism immediately on an Incident Report.
H. Document and inform the Office of Residential Programs of all Summer

Duty Responsibilities

A. Participate in a rotating, on-call duty schedule as an emergency response contact for the campus community
B. GHDs may consult with the AD on Call or Dean on Call, should consultations be required due to serious and complex situations as describe in the Duty Manual.
C. Complete thorough incident reports;
D. The GHD will be asked to work with the Office of Residential Programs for serious emergencies involving CC or SEAS undergraduates.
E. Follow all other duty procedures as outlined by the Office of Residential Programs and Director of Residential Programs.

Personal/Paraprofessional Development & Departmental Responsibilities

A. Attend all meetings and May training on time;
B. Balance time commitments;
C. Recognize limitations and work to improve;
D. Be receptive to paraprofessional and personal development;
E. It is expected that the GHD position be the first consideration after academics.. Any positions or significant time commitments outside of the GHD position must be discussed with and approved by the Director of Residential Programs BEFORE committing to the external commitments. The Director of Residential Programs may limit time available for any outside commitment;
F. Challenge yourself to achieve higher levels of awareness of people’s perceptions, maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education.

**Important Dates**

A. Check-in and Check-out Days: May 27, July 5, July 7, July 14, August 10,16  
B. All Summer Staff Training: Monday, May 20, 2013

**Remuneration**

A. GHDs are provided with spring interim, summer and fall interim Housing and a $1500 stipend;

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