



Division of Student and Campus Life
Housing & Residence Life

Assistant Hall Director Position Description

Purpose of the Position

The Assistant Hall Director (AHD) position in Housing & Residence Life is a live-in graduate assistantship position that includes evening and weekend hours and live-in responsibilities. The AHD assists the Residence Hall Director (RHD) in the daily management and development of a residence hall program that fosters an environment that is conducive to personal, academic, and social growth. Principal AHD duties include RA supervision, student/community development through the Community Learning Model (CLM), community council, adjudicating conduct cases, addressing facilities concerns, and participation in an on-call rotation.

Qualifications

Assistant Hall Directors must have completed an undergraduate degree and have relevant residence life experience. The Assistant Hall Director must be enrolled as a full-time graduate student as defined by Old Dominion University. While a particular graduate program is not required, priority and hiring preference is given to Assistant Hall Directors enrolled in a graduate program within the Higher Education department.

Compensation & Benefits

The Assistant Hall Director (AHD) position is a 10-month, part-time (20 hours per week) appointment with an annual stipend of \$18,000, equating to \$1,800 per month. AHDs receive a fully-furnished apartment during their employment, parking permit, and a reserved parking spot on campus. Additionally, ODU Housing & Residence Life offers tuition coverage for all graduate students. Fees and other additional costs remain the responsibility of the graduate student. Professional Development opportunities are provided to Graduate Assistants in Housing and Residence Life, including financial support to attend regional student affairs conferences. Other professional development opportunities are reviewed on a case-by-case basis.

Duties & Responsibilities:

The principal Assistant Hall Director duties are as follows. *Because of the nature of the AHD position, it is not possible to list all-inclusive duties.*

Residential Curriculum & Student Support

- Work collaboratively and promote good relationships with other internal and external campus partners.
- Support the mission and efforts of the Residential Curriculum.
- Assists with the oversight and implementation of programming and events for Living Learning Communities and Peer Mentors.
- Assist in the development and implementation of community experiences that address the needs of students in a living-learning environment.
- Assist in the facilitation and implementation of student retention efforts as communicated (e.g. Early Alert Retention).
- Assist with the facilitation and implementation of assessment measures (e.g. Resident Assistant feedback survey, EBI, etc.).
- Initiate and implement, with the assistance of the RHD, on-going training and staff development activities for students, such as motivation, confrontation, helping skills, handling crisis situations, housing policies, etc.
- Facilitate meetings with residents throughout the year to explain University and departmental policies and procedures. Refer students with personal concerns and needs to the appropriate campus resources and campus agencies within a timely manner.



- Assistant in the implementation and follow-through of Resident Assistant staff facilitating connections within community.

Supervising & Advising

- Recruit, select, train, develop, supervise, and evaluate a staff of Resident Assistants, Desk Receptionists, and Night Desk Receptionists.
- Develop scheduling and implement staffing practices for Resident Assistants, Desk Receptionists, and Night Desk Receptionists.
- Implement and oversee departmental processes and procedures for the management and distribution of packages and mail.
- Manage the distribution of resident keys. This will require the AHD to perform weekly audits and provide reports to the accounts receivable and locksmith/ maintenance team when keys need to be reordered and students need to be held financially accountable.
- Collaboratively advise community council with the support of the Residence Hall Association.

Administration

- Maintain scheduled office hours and work schedule. This schedule should be designed so that the AHD is accessible and available to students and staff. On average, the AHD will work 20 hours per week, not including on-call responsibilities.
- Maintain open and on-going communication between your supervisor, co-workers, and students by checking your staff mailbox, email, and office phone daily.
- Respond to concerns, requests, and inquires within a timely manner.
- Develop an awareness of campus resources to be better able to refer and assist students and parents.
- Coordinate and supervise the timely completion of all appropriate paperwork and reports (this includes but is not limited to programming paperwork, duty reports, etc.).
- Responsible for any/all keys, equipment, and supplies assigned to you. The loss or misuse of keys may result in probation or termination. Any expense related to the loss or misuse of keys, equipment, and supplies may be the personal responsibility of the staff member.
- Effectively utilize Monarch Groups, StarRez, Maxient, etc. to communicate important information to students on behalf of Housing & Residence Life and the residential community.

Conduct/ Crisis Management

- Support, implement, enforce, and interpret University and Housing & Residence Life policies and procedures.
- Serve in the nightly and weekend on-call rotation for a residential campus of approximately 4,800 students.
- Respond to parent and student concerns regarding crisis and emergencies in a timely and professional manner.
- Serve as essential personnel in the event of a Housing & Residence Life emergency.
- Assist with emergency closing and evacuation procedures as outlined in the Residence Education Manual(s) and communicated by Housing & Residence Life. This includes the possibility of relocating residents (i.e. inclement weather).
- Serve as a Conduct Educator for the Office of Student Accountability & Academic Integrity for the adjudication of residence hall policy violations.
- Demonstrate an understanding and proficiency in using the conduct system Maxient.

Facilities & Occupancy

- Regularly attend meetings and develop rapport with facilities and housekeeping staff.
- Facilitate community walk-throughs periodically throughout the week.
- Report and manage facilities concerns via the maintenance management system.
- Assist in the facilitation of Health & Safety inspections as communicated by Housing and Residence Life.
- Assist in the facilitation of fire drills at least twice a semester.
- Assist in the opening and closing of the residence halls in accordance with the procedures and instructions provided.



- Utilize the StarRez information database to manage updates and reports to the assignments team in a timely fashion.
- Assist with the completion of room condition reports and assessment of student damage charges.

Miscellaneous

- Attend all scheduled meetings, trainings, and events as communicated by Housing & Residence Life.
- Participate in staffing practices at all levels
- Serve on committee(s) and task forces as assigned.
- Act as a positive University and Housing & Residence Life representative and role model at all times.
- Assist with recruitment and retention presentations to current and prospective students and parents. Marketing presentations may include Open House, Monarch Preview Days, Orientation, Admitted Students Day, Homecoming, Family Weekend, etc.
- Perform other tasks and duties as assigned.

To apply for this position, please complete the following steps:

- Complete the application at the following link: https://odu.co1.qualtrics.com/jfe/form/SV_eJq4Jw3qLHHPWlg
- Submit a resume and cover letter with the contact information of 2 references via ODUHRLGradRecruit@odu.edu

For questions or concerns, please reach out to Mallory Griest, Assistant Director for Residence Education, at mgriest@odu.edu.