



Division of Student and Campus Life  
Housing & Residence Life

## Assistant Hall Director Position Description

### Purpose of the Position

The Graduate Assistant (GA) for Special Projects is supervised by the Associate Director for Residence Education and works collaboratively with the Residence Education Leadership Team in supporting departmental initiatives within Housing and Residence Life. Projects include assisting in the development and implementation of training programs within the context of the department's Community Learning Model (Residential Curriculum) in addition to supporting student staff recruitment and selection processes. Additionally, the GA will support other major projects and initiatives within Residence Education and the overall Housing and Residence Life unit.

### Qualifications

The GA for Special Projects must have completed an undergraduate degree and ideally, have relevant residence life experience. The GA for Special Projects 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 individuals 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 GA for Special Projects duties are as follows. *Because of the nature of the GASP position, it is not possible to list all-inclusive duties.*

#### **Student Staff Training and Development**

- Assist in the design, implementation, and assessment of training programs for the department of Housing and Residence Life, including semester trainings for new student staff (approximately 300) at various levels within the department.
- Research and develop training programs, designed to support staff transition to their positions, ongoing professional development, and retention in positions.
- Assist with all training-related outreach.
- Assist in the development of learning outcomes and development of quantitative and qualitative data collection methods, e.g., focus groups and surveys as it relates to training programs.
- Identify opportunities and develop ideas for learning initiatives targeted for each job position (Resident Assistant, Desk Receptionist, Night Desk Receptionist, and Office Assistants).
- Serve on the Student Staff Training and Development Committee.



### **Recruitment and Selection**

- Coordinate the end-to-end student staff recruitment and selection process under professional staff supervision.
- Develop and maintain application materials, timelines, and communication plans.
- Collaborate with Housing and Residence Life colleagues regarding promotional materials and marketing.
- Facilitate information sessions and other recruitment events for both graduate and undergraduate students.
- Support the planning and implementation of selection day(s) and interview logistics.
- Maintain accurate records and data for assessment and reporting purposes.
- Serve as a point of contact for applicants through the management of shared recruitment email accounts.
- Serve on the Student Staff Recruitment and Selection Committee.
- Other duties as assigned.

### **Administration**

- Maintain scheduled office hours and work schedule. This schedule should be designed so that the GA is accessible and available to students and staff. On average, the GA will work 20 hours per week, not including on-call responsibilities.
- Maintain open and on-going communication between your supervisor(s), 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.

### **Miscellaneous**

- Facilitate and support Housing and Residence Life signature events as directed by the Assistant Director(s)/Associate Director within Residence Education
- Attend all scheduled meetings, trainings, and events as communicated by Housing & Residence Life.
- Participate in staffing practices at all levels, which includes but is not limited to Resident Assistant and Desk Receptionist recruitment and selection.
- Serve on additional 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\\_eJq4Jw3gLHHPWlg](https://odu.co1.qualtrics.com/jfe/form/SV_eJq4Jw3gLHHPWlg)
- Submit a resume and cover letter with the contact information of 2 references via [ODUHRLGradRecruit@odu.edu](mailto:ODUHRLGradRecruit@odu.edu)

For questions or concerns, please reach out to Mallory Griest, Assistant Director for Residence Education, at [mgriest@odu.edu](mailto:mgriest@odu.edu).