



Department of Residence Life and Housing  
Ritchie Hall 119  
Akron, OH 44325-1401  
(330) 972-7800

ASSISTANT HALL DIRECTOR  
POSITION DESCRIPTION  
AND TERMS OF  
EMPLOYMENT

The **Assistant Hall Director (AHD)** is a member of the residence hall staff with responsibilities that include administration of the residence hall, supervision of staff, providing comprehensive leadership for the execution of defined learning outcomes associated with the development of an environment that supports student engagement and success. The AHD is required to live-in and is supervised by a Residence Life Coordinator or Associate Director of Residence Life and Housing requiring the following skills knowledge and abilities to execute the following duties and assignments.

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### **Supervision and Training**

- Shared supervision of resident assistants. The scope of this responsibility is defined by the residence life coordinator under the guidance of the associate or assistant director
- Meet regularly with shared resident assistants
- In conjunction with residence life coordinator, lead weekly staff meetings
- Assist the RLC with the resolutions of staff personnel issues
- Assist the RLC with in-hall training and on-going training/development according to staff needs.
- Assist with coordination of new paraprofessional staff selection (for both mid-year and fall hires)
- Assist the RLC in the formal evaluation of each resident assistant
- Meet weekly with supervising RLC

### **Hall Programming/Hall Government**

- Coordinating staff programming efforts
- Encourage staff and students in planning and developing programs with Residence Life and Housing and Student Affairs learning outcomes.
- Supervising the Community Development model including approval of program proposals, providing program feedback, and awarding community development points.
- Attending resident assistant staff programs
- Managing resident assistant and hall government budgets each semester including maintaining a spreadsheet and completing a VISA packet
- Making programming purchases (signing off and purchasing of food and supplies)

### **Discipline/Crisis Intervention**

- Participate in a weekly "on-call" system for responding to emergencies on evening and weekends.
- Respond to crisis or emergency situations which include providing guidance to resident assistants and students.
- Provide appropriate post-crisis referrals and follow up with students and staff
- Complete discipline paperwork if needed; i.e. incident reports or letters, medical form, resident situation form (RSF)

### **Building Operations**

- Report on-going facility and safety/security needs
- Maintain a relationship with building cleaning and maintenance staff
- Work directly with the residential facilities staff to resolve maintenance issues
- Assist in the opening and closing of residence halls
- Assist the RLC in securing the building for university vacation periods

- Complete health and safety checks during closings.
- Assist in writing end of the year reports

### **Departmental Involvement**

- Attend and participate in all professional staff and resident assistant training.
- Promote and support programs and activities planned by resident assistants, hall government, RHC, NRHH, RHPB, or living learning communities.
- Attend a weekly professional staff meeting
- Attend a monthly Residence Life and Housing Department meeting
- Participate in room and staff selection processes
- Assist in special projects assigned by the associate/assistant director; i.e. manuals, training, committees, etc.

### **Other Responsibilities**

- Other duties as assigned by supervisor and/or the Department of Residence Life and Housing
- Adhere to all policies and procedure included in the Residence Hall Handbook and other University publications.
- Maintain and be committed to a high standard of professional conduct.

### **Qualifications**

- Acceptance into graduate program at The University of Akron, preferably in Higher Education Administration or a closely related program.
- Awarded bachelor's degree.
- Personal qualities which would facilitate the supervision of staff and the advising and counseling of students.
- Work experience of a related nature and/or living experience in undergraduate halls.
- A two-year availability is preferred.

### **Terms of Employment**

- Period of employment is 10 months, with an option for 12 months.
- Live-in position with evening and weekend responsibilities.
- Time off is equivalent to the break periods for students as specified by the academic calendar.
- Must be available to students in the residence hall and will maintain and "on-call" duty rotation schedule.
- Must be available to assist with the opening the hall in the beginning of the semester and closing the hall at the end of the semester, and/or vacation periods.
- Remuneration includes University of Akron tuition waiver, meal plan (available only when residence hall dining facility is in operation), \$8,500 stipend; furnished on-campus apartment; and professional development funds available as budget permits.
- Anticipated start date: July 16, 2012.