Assistant Hall Director
Position Description

Assist with selection, training, and supervision of paraprofessional staff.
- Assist with recruitment, selection, and placement.
- Assist with needs assessment and training.
- Assist with implementation of pre-services paraprofessional training, as well as the planning and implementation of the in-service training.
- Assist with individual and/or group supervision and evaluation.
- Co-teach a series of workshops for students who would like to be resident advisors for one of the two years.
- Assist in planning/facilitation of staff meetings.

Assist with student problem solving and referral and advising of student groups.
- Be available, approachable, and accessible to students.
- Advise and consult with residents regarding social, educational, and academic concerns; initiates appropriate referrals. (Informal and formal)
- Confront and discuss behavioral problems with residents and identify appropriate behavioral changes.
- Conduct judicial hearings and disciplinary interventions as needed.
- Assist with or handle crisis intervention as necessary.
- Explain residence hall rules, procedures, and behavioral expectations to residents.

Assist with basic management of residence hall or complex.
- Maintain on-going contact with housekeeping and maintenance staff in building/complex/area.
- Maintain on-going relationships with University Housing Administration.
- Assume scheduled on-call responsibilities.
- Complete requested forms, reports, and correspondence.
- Maintain on-going contact with food services staff in area commons.
- Understand and communicate relevant food service, maintenance, and housekeeping procedures, policies, and practices.
- Understand and communicate Student Affairs and Residence Life procedures.
- Maintain direct contact with hall director/supervisor.

Assist with planning and implementing programs, support services, and activities contributing to student development.
- Assist with advising student groups, committees, and organizations.
- Assist with assessing, planning, implementing, and evaluating programming.
- Assist in developing hall leadership training.

Other duties assigned
- Attend scheduled pre-service and in-service training sessions.
- Serve on system planning committees as appropriate.
- Assist with special coverage of hall or area during major campus events.
- Present workshops at department sponsored conferences.
- Assume other job related responsibilities as requested or assigned.