

Graduate Hall Director Position

Position Summary

Support residential student success by providing a safe and conducive living-learning environment. This position reports directly to the Associate Director of Residence Life and serves as a member of the Campus Services division. Successful candidates will demonstrate excellent leadership, communication, motivation, and administrative skills in a dynamic and engaging organization. This is a 12-month, 20- to 25-hour per week, live-on position and requires additional overnight and weekend coverage for on-call responsibilities. The position includes basic healthcare benefits and meal plan. Typical start date is on or about July 1 and continues until June 30 or upon graduation. Previous Residence Life experience is valuable.

Position Responsibilities

- Serve as a positive role model and “can-do” individual to encourage community development, student learning, and success in our residential communities.
- Supervise, train, motivate, evaluate, and hold accountable 4–10 undergraduate Resident Assistant (RA) staff members. Support and challenge the staff’s personal growth and team development.
- Develop and implement initiatives and interactions designed to promote residential student success, especially regarding recruitment, persistence, and retention.
- Lead the planning, implementation, and evaluation of quality social programs and interactions for residents which support the University’s academic mission and foster residential community development.
- Practice solid administrative skills to manage multiple demands related to housing assignments, facilities, programming, mail, purchasing, budgets, and other daily tasks.
- Serve in an on-call/on-duty rotation with other colleagues to provide support for approximately 700 residential students living in four communities.
- Demonstrate respect for and communicate productively with diverse students, families, staff, faculty, and other constituents. Develop and demonstrate an understanding and respect for diversity and social justice, especially in terms of serving our students.
- Establish excellent working relationships with campus partners within Student Affairs, campus service workers, police, dining services, facilities, etc.
- Collaborate with the Student Conduct Office to adjudicate student conduct in accordance with the *Code of Student Conduct* and principles of due process.
- Perform routine building inspections and ensure buildings comply with safety & health standards. Verify the completion of work order requisitions and repair projects.
- Serve on departmental committees such as RA selection, training and development, and marketing.
- Enhance the University’s mission and vision through suggesting and implementing new ideas and services focused on resident success and operational efficiencies.
- Attend and participate in Hall Director and RA trainings during the summer, fall, and spring semesters.
- Serve as a Responsible Employee in compliance with Title IX.
- Serve as a Campus Security Authority in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, ensuring timely reporting of incidents and/or crimes.
- *Responding to the COVID-19 pandemic*, observe adjusted protocol and safety procedures which may shift rapidly. Assist in the setup of isolation spaces and help deliver meals to students in quarantine and/or isolation.
- Other duties as assigned by the Director of Residence Life, supervisor, or designee.

Intended Learning Outcomes for Graduate Hall Directors:

- Practical experience with community development within residence halls and among college students.
- Implementation of student-centered strategies designed to foster student enrollment, success, and retention.
- Understanding and demonstration of basic practices and techniques of supervision.
- Demonstration of effective problem-solving, conflict resolution, crisis intervention, and communication skills.
- Knowledge of administrative components for successful residence life and housing operations, including superior student service and educational focus.
- Understanding the operational balance of student development with housing administration.

Qualifications:

- Bachelor's degree required
- Enrollment in the College Student Development and Administration graduate program at Shepherd University or similar graduate program
- Required to live on-campus to serve as a visible role model and serve in an on-call/on-duty rotation
- Remain in good standing with the University, adhering to the conduct outlined in the Student Handbook, Graduate Assistant Handbook, and Residence Life Manual

Compensation:

- Earn \$10.42 per hour
- Graduate tuition waiver up to 16 credit hours per academic year (July 1–June 30)
- Basic healthcare coverage
- On-campus apartment with 1-2 bedrooms, full kitchen, and free laundry
- Meal plan for on-campus dining

Work Hours:

- Typically, 25 hours per week, Monday–Friday
- Evening, overnight, and weekend responsibility required