

**Office of Residence Life**  
**Graduate Hall Director- Towers East**

The Graduate Hall Director is a full-time graduate student that serves as a live-in staff member with the Office of Residence Life. They are the primary staff member responsible for the student development program within the residence hall, including supervision and advisement of student staff and student hall government, program development and implementation, and administration. With the goal to enhance student development, the Graduate Hall Director assumes the following functions:

**I. Staff Supervision and Development**

- A. Participate in the selection of para-professional staff, as appropriate.
- B. Lead efforts related to Community Development Model implementation.
- B. Participate in the planning, implementation, and evaluation of in-service training sessions throughout the academic year.
- C. Supervise a staff of Resident Assistants, both individually and as a group, regarding the daily operation of the hall, campus housing issues, policies, procedures, and special concerns.
- D. Conduct weekly hall staff meetings.
- E. Provide opportunities for staff development through individual contact, needs assessment, and by devoting at least one weekly meeting per month to staff development and training.
- F. Provide a written evaluation of individual Resident Assistants at least once a semester, with an emphasis on assessment of past performance and goal setting for the future.
- G. Establish and participate in an on-call duty schedule for the hall, which assures adequate coverage every night from 5 p.m. to 7 a.m. and ensures 50% coverage by student staff.

**II. Student Development**

- A. Advising
  - 1. Serve as advisor to the Residence Hall Association Representatives from the building.
  - 2. Meet with representatives, as needed, to discuss hall issues/concerns.
  - 3. Attend hall and floor meetings and activities.
  - 4. Support the training programs and activities of the Residence Hall Association and/or representatives.
- B. Event Planning
  - 1. Establish and maintain an environment to enhance student learning, faculty interaction and living-learning objectives.
  - 2. Serve as a resource to staff and students with regard to needs assessment, planning and implementing events and assist the Resident Assistants in doing the same.
  - 3. Assist staff and students with proper written evaluation of events.
  - 4. Provide feedback to staff and students regarding event efforts.
  - 5. Plan and present developmental events for staff and/or students as necessary.
- C. Counseling
  - 1. Become familiar with residents – their individual and group needs, concerns, etc. – through regular contact and outreach programs.
  - 2. Assist individuals and groups of students with personal problems and concerns.
  - 3. Act as a referral agent when appropriate with regard to student problems.
  - 4. Serve as a consultant for Resident Assistants.
- D. Conduct
  - 1. Maintain a thorough working knowledge of the discipline system as described in trainings, etc.
  - 2. Investigate all reports of violations, damages, thefts, etc. Follow up with students and staff to determine accuracy.
  - 3. Provide judicial reports to the Assistant Director of Residence Life as directed.

### **III. Administrative and Operational Functions**

- A. Supervisory Relationship
  1. Communicate hall and staff issues to the Assistant Director of Residence Life on a regular basis.
  2. Communicate critical or emergency concerns immediately.
- B. Operational Responsibilities
  1. Maintain accurate floor charts/rosters, and mailbox markings.
  2. Maintain accurate records of hall activities, room inventories, incident documentation, maintenance requests, and other records consistent with current policies.
  3. Arrange for room changes among residents and submit occupancy reports to the central office.
  4. Supervise the check-in and check-out process in the hall.
  5. Complete annual and other reports requested by Director of Residence Life and/or Assistant Director of Residence Life.
  6. Manage Customer Service Desk requirements as necessary.
- C. Facilities Responsibilities
  1. Report damages and maintenance needs of rooms and public areas to Facilities Management personnel and/or Assistant Director for Facilities Operations. Follow up as needed.
  2. Work with Assistant Director for Facilities Operations in processing vandalism charges.
  3. Process lock re-cores and distribute new keys to residents.
  4. Make regular hall inspections to evaluate the environment and potential problems.
  5. Maintain regular communication and a cooperative relationship with Custodial and Facilities Management personnel.
- D. General Responsibilities
  1. Be available to students and staff on a daily basis.
  2. Establish and maintain 10 regularly scheduled office hours each week.
  3. Participate in/attend all major Residence Life and University functions.
  4. Assume other duties as directed.

### **IV. Requirements & Compensation**

- A. Qualifications
  1. Undergraduate GPA of 2.7 or Graduate GPA of 3.5 (from 9 graduate hours)
  2. Admitted to Southeast's graduate school and enrolled in a graduate course of study
- B. Tuition & Stipend
  1. Tuition for 24 credits (9-fall, 9-spring, 6-summer)
  2. Bi-weekly stipend
- C. Housing
  1. Apartment in the residence hall where assigned
- D. Meal Plan
  1. Meal plan provided when meal service is in session

**Preference will be given to candidates who are able to begin employment by July 7, 2025.**

**Initial review of applications will begin on March 3, 2025 and will continue until the position is filled. To apply, please provide a resume, cover letter, and contact information for three references to:**

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