



NDSU

RESIDENCE LIFE

Assistant Hall Director Position Description

PART 1: POSITION DESCRIPTION

SECTION I: GENERAL POSITION DESCRIPTION:

The Assistant Hall Director (AHD) position is designed for students who have completed at least one year at NDSU. This position is a comprehensive role that will teach some of the behind the scenes components of Residence Life while serving as a support person in our halls that have large numbers of staff and residents. The AHD position is considered to be approximately a 20-hour per week position. The AHD position would be ideal for students who are interested in continuing their education for a career in Student Affairs. Individuals chosen for this position must either live in the residence halls or on-campus apartments.

1. Responsibilities

- a. Provide direct assistance to the Hall Director and leadership for the hall staff, including taking on responsibilities of the Hall Director in case of their absence.
- b. Assist HD with RA evaluations each semester.
- c. Assist HD with planning and implementation of staff retreat(s).
- d. Plan and facilitate staff development activities.
- e. Assist RAs in negotiating and resolving conflict, both within staff and with their residents.
- f. Conduct regular meetings with RAs to communicate concerns and departmental or building information.
- g. Facilitate, track, and implement curriculum to enable residential learning and growth.
- h. Complete occupancy reports every week.
- i. Maintain 15 administrative office hours a week to make themselves available for staff and students.
 - o Billboards and other responsibilities can be completed during this time.
 - o Three (3) to five (5) of these hours should be held when the desk is already open.
- j. Introduce and check billboards as assigned throughout the hall.
- k. Complete administrative tasks, including duty schedule, mail schedule, time off requests, and break room check coverage.
- l. Manage the hall office.
- m. Promote open lines of communication between student staff, hall director, and department to foster a positive living and working environment.
- n. Demonstrate positive leadership in all forums through role modeling, exercising good judgement, and maintaining integrity in decision making.
- o. Pursue opportunities for personal learning and development within the AHD role.
- p. Serve as a resource for RAs and residents.
- q. Scheduling and facility set-up of reserved spaces in all residence halls.

SECTION II: DEPARTMENT PRINCIPLES AND VALUES

1. Principles

- a. **Standards of Service**-consistently deliver the highest possible level of quality in all Residence Life services and programs.
- b. **Living Environment**-maintain, improve, plan and develop our facilities in the way that meets the students' basic needs.
- c. **Learning Environment**-foster individual growth and development, academic success, and a sense of community.
- d. **Quality and Diverse Staff**-attract, reward, and retain quality staff to develop and enhance an organizational culture that values all individuals, promotes professional development, and maintains ethical standards.
- e. **Responsible Financial Management**-responsibly manage financial resources to achieve growth and address future planning.
- f. **Building and Establishing Relationships**-attract and retain students, develop and sustain successful partnerships that market and foster a positive reputation.
- g. **Innovative Use of Technology**-incorporate the innovative use of technology.



2. Values

- a. Come in with an open mind and be willing to participate fully as active members of their community.
- b. Take pride in the work you do.
- c. Have a positive mindset.
- d. Connect with residents.
- e. Work collaboratively with staff and leaders in the building, and other staffmembers in the Department of Residence Life.
- f. Publicly and privately, support all Residence Life staff members in the performance of their job duties.
- g. Be on time and meet deadlines.
- h. Ask questions.

SECTION III: POSITION IMPLEMENTATION

While these are generally the ways in which Resident Assistants implement their position, the Assistant Hall Director should also demonstrate these skills within their role as a leader on the team.

1. Embrace Global Citizenship

- a. Demonstrate positive leadership in the residence halls and as members of the NDSU community.
- b. Ensure adherence to community standards to help maximize residents' academic and personal success.

2. Create Connections

- a. Demonstrate care and concern for the wellbeing of residents and initiate contact with students.
- b. Be responsive to residents' questions and needs, and refer appropriately.
- c. Participate in meals at the dining center with residents.
- d. Promote the growth and development of residents and facilitate their connection to the residence hall and campus community.
- e. Develop and maintain a hall environment conducive to personal well-being and success.
- f. Promote leadership opportunities for residents including, but not limited to, working with floor representatives and supporting hall government.

3. Explore Identity

- a. Become acquainted with each resident in the community.
- b. Assess and respond to the needs of the residents.

4. Developing Communities

- a. Demonstrate sensitivity and promote a climate that values diversity and inclusiveness.
- b. Be available and accessible to students.
- c. Maintain an open and accepting attitude toward all residents and challenge residents to do the same.
- d. Enlist the help of all residents in establishing and maintaining quiet hours and other conditions to achieve a responsible learning community.
- e. Assist students in negotiating and resolving conflict.
- f. Work closely with floor/house partners to develop an effective community in the hall.

5. Make Educated Decisions

- a. Be a positive role model in all endeavors by exercising good judgement and demonstrating integrity in decisions.
- b. Become familiar and knowledgeable of available services, resources, and personnel on campus.
- c. Encourage mutual responsibility for residents' safety, including adherence to university and residence hall safety and security policies.
- d. Assume responsibility for personal learning and development in the ResidentAssistant role.
- e. Attend and participate in fall training, the Red River Valley RA Conference, winter training, spring orientation, and on-going training sessions.
- f. Participate in staff development activities.

PART 2: TERMS AND CONDITIONS OF EMPLOYMENT

SECTION I: ACADEMIC REQUIREMENTS FOR ASSISTANT HALL DIRECTOR POSITION

1. AHDs need to have a cumulative and semester GPA of 2.5. Outlined below are the parameters if staff are not at 2.5.
 - a. Academic Watch: The semester GPA is between a 2.25 and 2.49, and cumulative remains above 2.5.
 - b. Academic Probation: Semester GPA is between 2.0 and 2.24 and/or cumulative is between 2.0 and 2.49.
2. Returning Student Staff
 - a. AHD will be immediately released from their contract if semester or cumulative GPA is under 2.0.
 - b. Academic Probation can be allowed for one semester.
 - c. Academic Watch can be multiple semesters.
3. AHDs on Academic Watch or Probation will complete an Academic Plan during their first 1:1 in the next semester with their Hall Director.

4. AHDs must be enrolled full-time (no more than 18 credits). AHDs wishing to take credits outside these parameters may do so after consultation with their Hall Director prior to registration. A staff member may have only one semester below full- time during their time in the position.
5. AHDs with labs, clinical work, studio work, etc need to be aware of the time they are spending outside the hall. The AHD must discuss academic time demands with their Hall Director. A plan may be devised that includes prioritizing and re- evaluating other outside time commitments.
6. Students needing credit-bearing internships, practicums, or student teaching beyond 15 hours a week may not be AHDs.

SECTION II: OUTSIDE TIME COMMITMENTS

1. No other campus employment is due to Human Resources (HR) policies that students cannot work more than 20 hours a week for NDSU.
2. AHDs cannot hold a position on Hall Government within the hall(s) where they work, Residence Hall Association, or National Residence Hall Honorary executive board.

SECTION III: COMPENSATION

1. AHDs are required to have a residence hall license agreement or on-campus apartment lease on file and sign up for a minimum of a 25 meal block per semester through NDSU Dining.
2. Scholarship of minimally \$4024 to assist in covering room/on-campus apartment costs and dining.
3. Minimum stipend of \$5,062.00.

Dates of Employment

CONTRACT DATES	SPRING ORIENTATION	FALL TRAINING	FALL OPENING	FALL SEMESTER	SPRING OPENING	SPRING SEMESTER	RA ALL-STAFF MEETINGS
	TBD by Hall Director	AUG 6 – 20, 2021	AUG 20 – 22, 2021	AUG 23 – DEC 18, 2021	JAN 9, 2022	JAN 10 – May 15, 2022	TWICE A SEMESTER ON WED NIGHTS FROM 9:15-10:45 PM

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- Minimum stipend of \$5,062.00.