

Division of Student Affairs

Housing and Residence Education

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Graduate Hall Director Position

The Department of Housing and Residence Education is looking for graduate level students to fulfill the demanding and rewarding Graduate Hall Director (GHD) position for academic year 2017/18. The GHD position is a live-in position (housing provided) that requires the GHD to reside in his/her area of responsibility. The primary responsibilities of the GHD include supervision and development of the undergrad staff under their responsibility and to oversee a residence hall community. The GHD is supervised by a full time Housing Area Coordinator (AC).

General Responsibilities:

- Conduct regularly scheduled supervisory individual and group meetings with student staff and AC
- Attend all staff meetings and other meetings as required by AC
- Supervise through/develop/implement programming towards community building and learning for residents in assigned area
- Follow/implement Housing crisis and incident protocols and follow-up procedures
- Serve as a conduct hearing officer
- Conduct building rounds and inspect public area facilities on a regular basis

Staff Development & Supervision Responsibilities:

- Supervise the undergraduate staff under their responsibility
- Initiate and implement ongoing training and staff development activities for student staff that foster areas of growth such as motivation, support, confrontation, helping skills, handling crisis situations, policies, team building, etc.
- Recognize and manage conflict effectively among staff, student residents, and colleagues
- Understand the unique needs of and be an advocate for diverse groups of students.
- Monitor the planning and implementation of area programming expectations, LLC programming, and other similar projects by student staff, the area government, and AC.

Administrative Responsibilities:

- Support the area coordinator (AC) in proper administration of area and divisional policies and procedures
- Assist AC with maintaining quality of area office operations, area security, maintenance, custodial and other services
- Complete administrative responsibilities in timely manner

Compensation:

The Graduate Hall Director position is currently paid a contract rate of \$4,365.00 each semester or \$485.00 bi-weekly over 9 pay periods (fall and spring only) based on 9.5 months of work, 20 hours per week from approximately August 1st to May 1st. In addition to salary, a \$300.00 per semester (fall and spring only) declining balance for meal plan is provided. An on-campus apartment, fully furnished with all utilities, is provided. Remuneration does not include tuition. Out-of-state fee waivers are sometimes available, but are NOT guaranteed (see information on our employment website).

Minimum Qualifications:

- Must be enrolled as a full-time graduate student in good standing as defined by the University or specific college at the time of actual employment.
- Must be able to have a 20 hr FTE available
- Be able to work effectively with the University population (staff, students, parents, etc.).
- Demonstrate a sense of job responsibility and maturity.
- Show evidence of leadership skills.
- Show evidence of good time management skills.

Commitment to Diversity

It is the goal of Department of Housing and Residence Education to hire undergraduate, graduate and professional staff who are committed to the increasing the knowledge, experience, appreciation and respect of cultures, issues and local, regional and global communities. We strive to develop a community that facilitates interaction among students, faculty and staff representative of diverse traditions, abilities, gender, sexual orientations, religious and spiritual convictions, socio-economic status, and racial and ethnic origins. We strongly encourage applications from individuals who are committed to this ongoing development of true global understanding.

Be sure to complete your Graduate UF SFC Graduate Assistant Application Interest Form 2017. Interviews will be scheduled for those that check off interest in the Housing and Residence Education Graduate positions. **We look forward to meeting you!**

Housing position specific questions can be directed to Casey O'Guinn at:

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