
ASSISTANT HALL DIRECTOR

To assist in the administration and direction of all responsibilities associated with the operation of a residence hall at the University of Tennessee. The assistantship is designed to prepare Assistant Hall Directors to one day assume the role of a full-time professional Hall Director. Graduate students who are not pursuing careers in residence life will also gain a significant number of transferrable and applicable skills to many fields of work.

RESPONSIBILITIES

Using the Graduate Assistant Competencies Inventory as a guide, Assistant Hall Directors will be responsible at different times during their assistantship for the following duties:

1. Assumes responsibility for hall in the absence of the Hall Director. The HD or AHD must stay in the building each night.
2. Assists in the development and execution of hall procedures and goals.
3. Assists in conducting staff meetings.
4. Provides direct supervision of Desk Assistant/Post Office Assistant staff, including selection, training, evaluation, and reviewing and approving employee time in Kronos.
5. Obtain and schedule desk coverage for Desk Assistant/Post Office Assistant hours.
6. Assists in the recruiting, training, supervision, and evaluation of Resident Assistants.
7. Serves as an advisor and resource to the Hall Association to assist them with the planning and implementation of community, academic and personal development programs.
8. Works with the Hall Director and Resident Assistants in the initiation and evaluation of community, academic and personal development programs.
9. Supports and enforces all university and departmental policies and regulations.
10. Works collaboratively with the Hall Director, Office of Student Conduct & Community Standards and the University Police to carry out university conduct procedures.
11. Attends and actively participates in departmental and committee meetings. Typically, graduate students serve on at least one committee per academic year and will co-teach a section of the RA Class during either the first or second Spring semester employed.
12. Works in cooperation with other Head Staff to provide 24 hour on-call Area Coverage and is available to work in halls that remain open during university breaks.

QUALIFICATIONS

An Assistant Hall Director should have previous residence hall living experience, or other student affairs leadership experience. The AHD should be admitted into a graduate or professional program at the University of Tennessee and enrolled in no more than 12 hours.

EXPECTATIONS

Specific tasks such as desk supervision or Hall Association advising are understood to change within your scope of responsibilities during your assistantship. These expectations are applicable in all instances in which you are dealing with the stated subject matter.

Relationships

- A. Work as a vital and available member within your residence hall staff.
- B. Develop positive relationships with the student staff and Hall Director on your staff, so that when conflicts arise, you can remain available for open communication with both sides.
- C. Anything which poses a threat to staff unity or to the welfare of the Department of

University Housing should be communicated to the Hall Director immediately.

- D. Anything spoken between the Hall Director and the Assistant Hall Director in confidence should be kept confidential.

Resource Person

- A. Assist Resident Assistants with all aspects of their job. Be familiar with all community development expectations and publicity with programming, departmental procedures and philosophies, as well as administrative tasks.
- B. Encourage RAs to utilize the resources and skills provided by the Area Graduate Assistant for programming assistance.
- C. Provide Resident Assistants and Hall Associations with advice and guidance throughout the academic year.

Student Conduct

- A. Know all student conduct procedures and familiarize yourself with all residence halls in your area.
- B. Understand how to initiate a search, call for authorization, conduct a search, and how to document a search on an incident report to be given to the Hall Director within 24 hours of the incident's occurrence.
- C. Confront policy violations in your hall and document appropriately. Complete and forward all disciplinary paperwork within 24 hours of the incident.
- D. Know and understand the protocol system. Always call and keep the appropriate individuals on the protocol list informed of major situations in your building or those that arise during an area coverage response.

Hall Association

- A. Advise Hall Association Officers and representatives by attending all Hall Association meetings and by supporting the position of the Department of University Housing when necessary. Keep morale at a high level and encourage consistent activity planning and implementation.
- B. Attend all URHC General Body meetings with your Hall Association
- C. Assist Hall Association Officers and Representatives in assessing student needs regarding programming.
- D. Be aware of university policies and advise hall officers on planning and implementing programs including but not limited to the process for obtaining and submitting solicitation form.
- E. Promote a sense of teamwork between residents and your Hall Association. Serve as an unbiased mediator when conflicts arise. Encourage RAs to support and attend Hall Association functions and vice-versa.
- F. Evaluate all Hall Association Officers each semester and deliver evaluation forms to the Assistant Director of Academic Initiatives and Advising promptly on or before the due date.
- G. Monitor the Hall President expectations of the Hall's constitution.
- H. Maintain financial records and oversee the writing of any hall association checks and expenditures. Submit a monthly financial report to the Area Graduate Assistant.

Communications

- A. Keep communication lines open with the Hall Director. Meet with the Hall Director regularly to discuss areas of importance. Meet each Tuesday with your Hall Director at a designated time to discuss topics to be presented at staff meetings.
- B. Attend and actively participate in weekly area meetings led by your Area Assistant Director.

Visibility

- A. The Hall Director or the Assistant Hall Director makes a comprehensive hall walk at least once a day. On Friday and Saturday, this hall walk should occur after 7:00 p.m.
- B. Support and attend hall and floor activities implemented by RAs in your building.
- C. Complete an Internship/Co-Op/Practicum Request Form in the Area Office for any academic commitments outside the classroom. These should be submitted to the Area Assistant Director the semester prior to completion whenever possible.

Supervision

- A. Co-supervise RAs consistently and without bias. Confront RAs violating university policies immediately and document both the conversation and the action and inform your Hall Director.
- B. Supervise, hire, train, evaluate and if necessary, terminate Desk Assistants. Make sure Desk Assistants/Post Office Assistants are aware of expectations and poor work performance. Confront and document any concerns in work performance.
- C. Schedule staff meetings with Desk Assistants/Post Office Assistants as needed to promote ongoing training and to address concerns as necessary. (Suggested: once a month)
- D. Schedule for desk coverage at all needed times. Provide Desk Assistants/Post Office Assistants, RAs, and the Hall Director with a completed schedule each semester outlining desk shifts.
- E. Supervise, hire, train, evaluate, and if necessary terminate Post Office Assistants. Schedule their work hours to ensure that the mail is properly delivered to residents or forwarded. Conduct a weekly post office audit at least three times a week and log all audits in the daily log each time it is completed.
- F. Provide Desk Assistants, RAs, and Post Office Assistants with positive feedback and recognition.
- G. Complete, sign, and forward appropriate paperwork, if necessary, when Kronos is down or issues with the time clock, or any other time a paper timesheet is required for Desk Assistants and Post Office Assistants to bookkeeping no later than 2:00 p.m. on designated dates, unless otherwise notified. For any student employee fulfilling the above positions, the AHD must review and approve each employee's time in the Kronos system by the above deadline.

Professional Attitude

- A. Show discretion in personal actions and realize that the department, residents, and staff members expect a standard of excellence in the residence hall and in social settings. Assistant Hall Directors represent the Department of University Housing at all times.
- B. Keep your Hall Director, Area Assistant Director and the Central Staff informed of happenings in your residence hall, but do not share confidential information with anyone else unless otherwise instructed.

- C. Be open to giving and receiving constructive criticism. Follow proper procedures to initiate or propose changes within your hall or the department.
- D. Know and adhere to all university and departmental rules and regulations.

Compensation/Benefits

Monthly stipend (\$1300.00 as of January 2017, amount subject to change). On-campus housing and a meal plan is provided. This is a live-on/live-in position, living on campus in provided housing is required. Your tuition is waived and graduate student health insurance is provided as part of your Graduate Assistantship.