Graduate Assistant
Hall Director
Job Description

PURPOSE: Reporting to his/her respective Resident Director/Student Life Assistant, a Graduate Hall Director at Mississippi College is responsible for the day-to-day management and administration of one of the institution's residence halls. The Graduate Hall Director seeks to provide a safe and secure living and learning community that complements the mission of the institution and contributes to individual and interpersonal growth and development.

The Graduate Hall Director position is a 10-month, live-in, part-time (20 hours per week) administrative staff position in Residence Life. The Graduate Hall Director's responsibilities include and not limited to counseling, conflict resolution, programming, fostering community, leadership development, crisis intervention, and facilities management. The specific qualifications and responsibilities for a Graduate Hall Director are outlined below.

The Graduate Hall Director position is designed to train graduate students for an entry-level professional position in Student Affairs or related field.

RESPONSIBILITIES:

Community Development:

- Create living-learning environments that challenge and encourage the holistic development of students.
- Encourage residents to develop relational skills and to examine their own values, beliefs, and academic goals.
- Create an open and safe environment that encourages residents to grow and examine issues including value development, decision making, problem solving, leadership development, and personal faith commitment.
- Provide counseling and referral for personal, developmental, judicial, and academic concerns of students.
- Responsible for fostering a sense of community in the residence hall.
- Be creative and innovative in personally connecting to the residents.
- Inform and educate residents about institutional and Residence Life policies and regulations.
- Empower residents to take responsibility for their actions and decisions as a member of the Mississippi College and residence hall community.

Staff Supervision and Development

- Select, supervise, train, and evaluate part-time paraprofessional employees; including Resident Assistants and Desk Assistants.
- Work with the Coordinator of Residence Life and fellow colleagues to design, facilitate, and evaluate educational staff development and training experiences for the Resident Assistant staff including Fall and Winter Training.
- Plan and conduct weekly RA staff meetings
- Hold one-on-one meetings with the RAs on a regular basis.
- Complete formal written evaluations of Resident Assistant staff.
- Motivate staff to plan and implement programs that meet student needs and interests.
- Assist with recruiting, interviewing, and selecting professional and student staff as needed.

Administration and Building Management:

- Manage and enhance the physical aspects of the residence hall (signage, cleanliness, maintenance, safety, and security).
- Facilitate relationships with facility partners including: MC Facility Services, Sodexo – MC Dinning Services, and MC Housekeeping.
- Participate in an on-call rotation throughout the calendar year to respond to incidents and emergencies, as they occur, for a residential population of approximately 2,000 undergraduate students.
- Respond to written and oral communications and conduct and attend meetings as required.
- Attend and participates in weekly professional staff meetings as scheduled. Meets regularly with the Resident Director/Student Life Assistant supervisor.
- Administer residence hall programming funds.
- Work closely with the Residence Life Office in managing vacancies and reporting room changes.
- Manage the opening and closing of the residence hall.
- Manage, distribution, and control the keys for the residence hall.
- Interpret and implement processes, policies, and procedures
- Undertake other duties as assigned.

Other:

- Attend at least one of the conferences offered during the academic year for professional development (MAHO, MREAL, etc.)
- Chaperone one event per semester as assigned. Notification will be given of this event in a timely matter.
- Due to the formal and informal demands of the position, involvement in other activities requires a sizeable time commitment (volunteer work or other employment) are permitted only with written advance authorization from the Graduate Hall Director's, supervisor and the Coordinator of Residence Life.

QUALIFICATIONS:

- Bachelor's Degree plus residence life experience and/or knowledge considered.
- Enrollment in a graduate degree program at Mississippi College with preference given to those enrolled in Administration in Higher Education program, Counseling, or related field.
- Have an active and growing Christian faith.
- Strong administrative, interpersonal, and communication skills

BENEFITS:

- Apartment provided
- $8000 stipened
- Free use of laundry facilities
- Free local phone service with voicemail
- Free local internet access with email address
- Personal parking spot