Graduate Assistant Hall Director - On Campus Apartments 2019-20

Responsibilities in conjunction with the Apartment Complex Coordinator:

• The Graduate Assistant Hall Director provides leadership to intentionally and collaboratively create environments that positively influence student learning and development
• Assist in the supervision, training and evaluation of 7-10 Resident Managers (RMs)
• Provide programming to meet the students’ developmental needs
• Guide hall government which includes managing a budget
• Collaborate with others to ensure facilities are safe, secure and maintained
• Shared responsibility for 400-800 students
• Adjudicate violations of the student code
• Part of an on-call duty rotation
• Oversee front desk operations including direct supervision, training and development of 10-30 desk staff employees
• Serve on a departmental committee

Requirements:

• Bachelor’s degree
• Residence hall or on-campus apartment experience (preferred) or significant leadership experience
• Graduate program acceptance within first academic year (Higher Education and Student Affairs Leadership (HESA) or related program (preferred)
• This is a two year position with the possibility of a third year (with approval)
• Extensive evening and weekend work required
• This is a live-in position with the expectation of high visibility

Remuneration:

• $6,374 per semester for fall/spring semesters salary, $3,188 for each summer session salary: plus 100% of tuition up to 9 main campus credit hours per fall/spring semester, 100% of tuition up to 3 main campus credit hours per summer semester, apartment and meals during academic year when dining halls are open
• If not enrolled in a WMU graduate program, a cash stipend and the opportunity to take classes (must be accepted into a program after one year)
• Opportunity for a designated eligible individual for apartment; cat option also available (inquire for more information)
• Laptop computer – for use while under contract
• Reserved parking
• 10% bookstore discount
• Professional development opportunities

Note: this remuneration information is based on the 2018-19 academic year.