Responsibilities:
In conjunction with the Residence Hall Director:
• 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 10-24 Resident Assistants (RAs)
• Oversee front desk operations including direct supervision, training and development of 4-20 desk staff employees
• Provide programming to meet the students’ developmental needs
• Collaborate with others to ensure facilities are safe, secure and maintained
• Shared responsibility for 400-700 students
• Adjudicate violations of the student code
• Part of an on-call duty rotation
• Serve on a departmental committee

Requirements:
• Bachelor’s degree
• Residence hall work 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:
• $6,632 per semester for fall/spring semester salary; plus 100% of tuition up to 9 main campus credit hours per semester for fall/spring semesters; apartment provided while under contract and meals during academic year when dining centers 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 2021-22 academic year.

The mission of Housing and Residence Life is to foster a supportive, safe, well-maintained residential environment that promotes belonging, academic success and personal development of students.

WMU is #1 in Michigan for earnings by graduates from all backgrounds. — Washington Monthly
WMU is the best public university in Michigan for moving up in the world. — Washington Monthly
WMU has 152 undergraduate programs and over 100 graduate programs with a total student population of approximately
WMU opened a new residence hall complex, Western Heights, in fall 2015. Includes a commons area, theater and game rooms.
WMU opened a new apartment-style housing complex, Arcadia Flats, in spring 2021.

For more information, visit the WMU Housing and Residence Life home page at wmich.edu/housing or contact Jackie Miller, Assistant Director of Residence Life, at jacqueline.n.miller@wmich.edu