UA LR Campus Living

Graduate Hall Director

Position Overview:

The Office of Campus Living at the University of Arkansas at Little Rock is seeking a qualified candidate for a Graduate Hall Director position for the 2017-2018 academic year. Candidates will gain professional experience in residence life administration, student development, and facilities management. Candidates must seek enrollment and be admitted to a graduate degree program at UA Little Rock.

University and Department Overview:

The University of Arkansas at Little Rock is situated in the heart of Arkansas and is the state's only metropolitan university. UA Little Rock's Office of Campus Living has an on-campus residential population of over 1,400 at a campus with an enrollment of over 12,000 undergraduate and graduate students. Candidates will have the unique opportunity to live and learn on a campus that combines the advantages of an outstanding education with the benefits of living in the capital city.

General Responsibilities:

- Train and supervise a staff of resident assistants (RAs) and/or student workers
- Conduct bi-weekly individual meetings with paraprofessional staff to develop and review goals/outcomes achieved, discuss issues, recognize contributions, provide and solicit feedback
- Provide direction and support to paraprofessional staff for the enforcement and proper documentation of departmental policies by serving on the live-in call rotation
- Coordinate and provide oversight of clubhouse/desk schedule, functioning, and the customer service experience
- Design and implement community development efforts and educational opportunities that relate to the Office of Campus Living's Residential Curriculum guidelines
- Maintain set office hours each week (20 hours total). Evening and weekend commitments such as staff meetings, hall council, and program attendance is also expected. Must have office hours every day Monday-Friday
- Serve as the primary advisor to Hall Council and conduct regular one-on-one meetings with elected leaders
- Respond to judicial incidents and policy violations in assigned hall and adjudicate appropriately and consistently
- Assist in the opening and closing of the residence halls and complexes
- Assist and support the Assistant Director in the development of a Peer Judicial Board
- Provide support and assistance to departmental initiatives, processes, emergencies, and events
- Work with the Assistant Directors to design, facilitate, and evaluate educational staff development and training experiences for the paraprofessional staff including but not limited to fall and spring training, RA recruitment, and staff development

- Attend scheduled meetings, including but not limited to: weekly Residence Life staff meetings, bi-weekly 1:1 meetings with supervisor, and other meetings as advised by his/her supervisor
- Maintain all records for assigned area, including but not limited to: incident reports, room condition reports, programming reports, fire alarm reports, and duty/guest logs
- Serve as a positive role model and referral agent for residents, RAs, and other student staff
- Other aspects of the job that are unable to be anticipated

Requirements:

- Bachelor's degree from a regionally accredited college or university
- Admission to a graduate degree program at UA Little Rock (preference given to candidates applying to the Master of Arts in College Student Affairs program)
- Undergraduate residence life and/or leadership experience
- Send Cover Letter and Resume for consideration to the following email: jwwatkins2@ualr.edu

Compensation:

- Furnished apartment including utilities and laundry access
- Tuition scholarship (does not include student fees)
- Dining meal plan while classes are in session
- Competitive 10-month stipend (additional employment is available during the summer)
- Professional development opportunities at the state and regional level

Contact Information:

Joe Watkins
Assistant Director for Residence Life
(501) 565-5544
jwwatkins2@ualr.edu