

GRADUATE HALL DIRECTOR

Position Overview:

The Office of Campus Living at the University of Arkansas at Little Rock is seeking qualified candidates for our Graduate Hall Director positions for the academic year. The Graduate Hall Director will be responsible for the leadership and supervision of student staff members and residents in a Residence Hall facility. Interested candidates must be in the process or currently admitted into a graduate degree program at UA Little Rock. Desired start time will be the second week in July. To apply please send a Cover Letter and Resume for consideration to Dr. Nechele McClinton at nrmclinton@ualr.edu.

University and Department Overview:

The University of Arkansas at Little Rock has an on-campus residential population of approximately 1,400 students at a campus with an enrollment of over 11,000 undergraduate and graduate students. UA Little Rock is situated in the heart of Arkansas and is the state's only metropolitan university. As the largest city in Arkansas with a population of nearly 200,000 people, Little Rock certainly offers a variety of attractions such as performing arts, museums, fine dining, and historical sites to visit.

General Responsibilities:

- Train and supervise a staff of Resident Assistants (RAs) and student workers
- Conduct bi-weekly individual meetings with paraprofessional staff to develop and discuss goals
- Serve in an On-Call rotation
- Enforce Campus Living and University policies
- Coordinate and provide oversight of front desk/customer service experience
- Design and implement programming efforts that relate to the Campus Living Residential Curriculum guidelines
- Maintain set office hours each week (20 hours total) Monday-Friday
- Attend to evening and weekend commitments such as staff meetings, hall council, and programs
- Advise Hall Council
- Respond to judicial incidents and policy violations in your assigned hall and adjudicate appropriately and consistently
- Assist in the opening and closing of the residence halls and complexes
- Provide support and assistance for departmental initiatives, processes, emergencies, and events
- Work with the Assistant Director and Area Coordinator to design, facilitate, and evaluate student staff training and selection
- Attend scheduled meetings with student staff and professional staff
- Maintain all records for assigned area
- Serve as a positive role model for residents, RAs, and other student staff
- Other aspects of the job that are unable to be anticipated at this time

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:
nrmccclinton@ualr.edu

Compensation:

- Completely furnished two bedroom apartment including laundry amenities (Pets allowed)
- Tuition scholarship (does not include student fees)
- Dining meal plan while classes are in session- Meal plan described as Meal Plan D
- Competitive 10-month stipend approximately \$8,500 (additional employment is available during the summer)
- Professional development opportunities at the state and regional level

Contact Information:

Dr. Nechele McClinton

Assistant Director of Campus Living

nrmccclinton@ualr.edu



CAMPUS LIVING

University of Arkansas at Little Rock
Office of Campus Living
2801 South University Avenue
Little Rock, AR 72204
Phone: 501-661-1743 Email: campusliving@ualr.edu
www.ualr.edu/campusliving