

**Office of Residential Life & Housing**  
**Graduate Assistantship: Graduate Assistant Hall Director**  
**Job Description and Contract**  
**2023-2024**

**Job Summary:** The Graduate Assistant Hall Director (GAHD) position is a live-in position within Rhode Island College (RIC) residence halls. Under supervision of the Director of Residential Life and Housing or their designee, the GAHD are considered a professional staff member for the department and participate in the professional on-call crisis duty rotation. Additional duties include aiding in the opening and closing of the residence halls, participating in the recruitment, selection, training, and development of Resident Assistants, late night/weekend programming for residential students, and providing social media coverage for the department. Under the direct supervision of the Assistant Director, Area Coordinator or Hall Director, GAHDs will supervise the Resident Assistant Staff of their assigned residence hall.

**Job Responsibilities:**

- Share on-call responsibility with other Area Coordinators/Hall Directors that includes responding to crisis situations during evening and late-night hours
- Supervise RA student staff within their designated building, including weekly RA individual and staff meetings
- Meet with students from their designated building for low level student conduct cases
- Implement various programs and activities for residents on the evening and weekend hours to enhance life on campus and retention of resident students
- Participate in the recruitment, selection and training of Resident Assistants
- Aid in the opening and closings of the halls during the beginning and end of the year, as well as school breaks
- Develop and maintain a social media presence for the department of Residential Life & Housing
- Aid the other professional staff with the day to day operations of the office as assigned
- Enforce and support all college and departmental policies and procedures in order to develop a positive and orderly atmosphere with an emphasis on personal and social responsibility
- Work in the Housing Office at least 20 hours per week
- Other duties as needed, assigned by the Director of Residential Life and Housing or their designee
- Serve as an Assistant to the professional staff over-seeing the building they occupy

**Qualifications:** Bachelor's degree required. GAHDs must be matriculated Rhode Island College graduate students. GAHDs must have 1-3 years of experience living in residence halls as a staff member as an undergraduate student. Candidates must have crisis management experience and have excellent problem-solving and confrontation skills.

**Preferred Qualifications:** Enrollment at Rhode Island College in a Master's Program within Higher Education, Counseling, Social Work, or other related programs.

**Compensation:** Includes an on-campus apartment, Undergraduate Resident Meal Plan A, a stipend of \$3,150, and waiver of full tuition for courses at Rhode Island College for the academic year and one summer (this does not include fees).

**Appointment Terms:** I understand that as a professional member of the Residential Life and Housing staff, I will report directly to an Area Coordinator, Hall Director, Assistant Director, or the Director of Residential Life and Housing, or their designee. I will not be considered a part of the Resident Assistant staff, but a member of the professional Residential Life and Housing staff. This means that I will need to have certain boundaries with the Resident Assistant staff. I understand that specific guidelines and protocols will be given to me during GAHD training to help ensure a successful tenure in this position. GA training will start the week of August 7<sup>th</sup>,

followed by two weeks of RA training. Up to twenty hours a week prior to the start of the academic year will be compensated at current minimum wage rates.

- I understand that over the course of an academic year, though the position will average 15-20 hours per week, some periods of time will require greater staffing demands, such as training, opening, and closing of the halls, special activities, and campus crises. I also understand that the 15-20 hours per week average does not include the hours that I am on-call during the crisis duty rotation.
- I understand that second to academics, the GAHD position will be my highest nonacademic priority.
- I will not make any significant time commitments without the approval of the Director of Residential Life and Housing or their designee.
- I understand that I may be required to transfer my living accommodations if, in the sole judgement of the Director of Residential Life or their designee, such transfer is in the best interests of the College.
- I understand that Graduate Assistant Hall Directors must abide by any and all COVID restrictions put in place by the College. Additionally, I understand that GAHDs may be asked to deliver meals to students in quarantine/isolation. All proper Personal Protective Equipment (PPE) will be supplied by the Department of Residential Life and Housing.
- I understand that Rhode Island College, through its Director of Residential Life and Housing or designee, may terminate or suspend this appointment at any time and for any reason including if the College determines in its sole judgement that the continuation of the appointment is not in the best interests of the College.

Please send your cover letter detailing your interest and resume to Chris Higgins at [chiggins@ric.edu](mailto:chiggins@ric.edu).