



## Saint Louis University | Housing and Residence Life

<b>Title of Position:</b>	Graduate Hall Coordinator
<b>Contact:</b>	Manisha Ford-Thomas Director of Housing and Residence Life manisha.fordthomas@slu.edu
<b>Number of Positions available:</b>	1
<b>Contract Length:</b>	11 Months
<b>Average Number of Hours per Week:</b>	20
<b>Salary:</b>	\$700 per month
<b>Additional Benefits:</b>	Medical Insurance Professional Development Funding Meal stipend of 125 meal swipes per semester \$480 in Flex Dollars to utilize at on-campus dining facilities Furnished, air conditioned on-campus apartment On-Campus Parking Pass

### Position Description:

The Graduate Hall Coordinator (GHC), as an educator, provides direction for student learning and academic success while managing, or co-managing, the overall administrative, supervisory, and community experiences for a co-educational residence hall area of 200 – 500 students. The Saint Louis University Department of Housing, Residence Life and Student Involvement is committed to the total development of the student within an inclusive community through community standards, community experiences, intentional conversations, reflection, and group dialogues. The Department of Housing, Residence Life and Student Involvement program is built on a student learning philosophy that values social justice, community, spiritual and personal growth, and academic success. The Graduate Hall Coordinator is supervised by a Residence Hall Coordinator under the advisement of an Assistant Director. This Department is committed to creating and maintaining communities that are welcoming and accepting of people of all races, color, sex, religion, national origin, sexual orientation, gender, disability, age and veteran status. Our goal is to instill respect and foster a sense of community by creating, promoting, and supporting residential environments where students, faculty, and staff are provided opportunities to understand, accept, and appreciate each other. Housing, Residence Life and Student Involvement is committed to confronting situations of intolerance that result from lack of respect, knowledge, or awareness.

### Responsibilities:

- Supervise/co-supervise student staff, which includes: Resident Advisors, Desk Manager, and Desk Workers
- Evaluate staff efforts/progress based on formal and informal needs assessment
- Facilitate meetings with staff to discuss progress on goals, opportunities for new initiatives or projects
- Recognize and support student staff that work in your building/ area
- Provide and/or support recruitment, training and development for all student staff positions Residential Curriculum
- Learn how to create and implement learning outcome focused lesson plans for building and/or area
- Promote community development at the floor and hall level
- Incorporate Servant Leadership values into community experiences, service and student development

- Establish goals and priorities for building inclusive communities Community Standards and Restorative Justice
- Serve as a hearing officer for student conduct hearings and as a co-facilitator of Restorative Justice circles
- Assign outcomes/sanctions utilizing a restorative model, educational workshops, and reflection opportunities
- Utilize Maxient (conduct database) to track student incidents and manage assigned cases
- Advise Resident Advisors and student leaders to confront negative behavior
- Be actively involved in resolution of issues and concerns in a timely manner including behaviors that degrade or oppress others
- Advise Hall or Apartment Council
- Promote student leadership opportunities within the residence halls and apartments
- Participate in the facilitation of student leadership training for Hall and Apartment Council student leaders
- Oversee budget process with Hall or Apartment Council Vice President of Finance Assessment
- Support and administer approved department and/or division assessment programs/initiatives
- Serve as a direct connect with students through the MAP-Works first-year assessment survey
- Learn how to interpret and report assessment results Administrative Responsibilities
- Provide written reports (weekly student/ facility report, on call incident reports, quarterly reports)
- Manage student assignment and occupancy changes within building/ area
- Coordinate hall opening, closing and summer transition
- Manage assigned budget accounts (floor/ hall funds, Hall Council funds, committee funds)
- Communicate facility related work orders, repair and replacement needs
- Manage damage tracking and billings Crisis Intervention/Response
- Work with Dean of Students, Department of Public Safety and Emergency Preparedness, Student Health and Counseling Center, Office of Community Standards, Campus Ministry, Title IX Coordinator in response to issues/incidents in the halls
- Provide information for the Incident Debrief Meeting and Behavioral Concerns Committee
- Opportunity to serve on-call as back-up responder and information nexus for campus emergencies

**Required Qualifications:**

1. Bachelor's Degree
2. Experience as a Resident Advisor or leadership experience in a university residence life setting is preferred.
3. Enrollment in a College Student Personnel Administration master's program or equivalent
4. The Graduate Hall Coordinator position is considered a security sensitive position. Finalists will be subjected to a background check and will be required to submit fingerprints as a part of the process
5. All candidates will be required to submit academic transcripts to verify education