Winona State University Graduate Assistant Job Description
Housing & Residence Life

Applications accepted June 2011 until filled
To apply, please send cover letter, resume, and 3 references to:
Jodi Anderson, Area Coordinator
Housing & Residence Life
265 West King Street
Winona, MN 55987
or
e-mail: JoLAnderson@winona.edu
For more information, please call (507) 457-5320

PURPOSE:

Reporting to his/her respective Area Coordinator, a Graduate Hall Director at Winona State University is responsible for the day-to-day management and administration of a residence hall complex. The Graduate Hall Director seeks to provide a safe and secure living and learning community that complements the mission of the institution and contributes to individual and interpersonal growth and development for undergraduate college students.

The Graduate Hall Director position is a live-in, full-time (20 hours per week during the academic year) administrative staff position in Residence Life. The Graduate Hall Director’s responsibilities include; but are not limited to, counseling, conflict resolution, programming, fostering community, leadership development, crisis intervention, and facilities management. The specific qualifications and responsibilities for a Graduate Hall Director are outlined below.

The Graduate Hall Director position is designed to train graduate students for an entry-level professional position in Student Affairs or related field.

RESPONSIBILITIES:

Community Development:
- Create living-learning environments that challenge and encourage the holistic development of students.
- Encourage residents to develop relational skills and to examine their own values, beliefs, and academic goals.
- Create an open and safe environment that encourages residents to grow and examine issues including value development, decision-making, problem solving, leadership development, and personal development.
- Provide basic counseling and referral for personal, developmental, conduct, and academic concerns of students.
- Responsible for fostering a sense of community among the residence hall.
- Be creative and innovative in personally connecting to residents.
• Inform and educate residents about institutional and Residence Life policies and regulations.
• Empower residents to take responsibility for their actions and decisions as a member of the Winona State, and residence hall community.

**Student Advising and Development:**
• Advise Hall Council (8 total) members to plan and implement programs that meet student needs and interests, including the end-of-the year Block Party event.
• Advise Weekly Hall Council Meetings for both Prentiss-Lucas and Richards/Conway.
• Hold regularly scheduled one-on-one meetings with each Hall Council Member (8 total) on a bi-weekly basis.
• Plan and conduct weekly Complex staff meetings.
• Provide day-to-day oversight of the front desk operations for both residence hall complexes (Prentiss-Lucas and Richards/Conway).
• Work with the supervising Area Coordinator and fellow colleagues to design, facilitate, and evaluate educational staff development and training experiences for the Residence Life staff.
• Assist with recruiting, interviewing, and selecting professional and student staff as needed.
• Assist with minor conduct violations, if needed.

**Administration and Building Management:**
**Other:**
• Live in respective complex in University provided apartment, and is allowed 12 nights/semester away from campus.
• Meet regularly with supervising Area Coordinator.
• Maintain regularly scheduled office hours, based on class schedule and with negotiation/approval of Area Coordinator.
• Work closely with the Residence Life Office in managing occupancy/room changes for Richards/Conway Hall.
• Administer and track residence hall programming funds; including administering Purchase Orders.
• Manage and enhance the physical aspects of the residence hall (signage, cleanliness, maintenance, safety, and security).
• Facilitate relationships with General Maintenance Workers (GMWs).
• Manage, distribution, and control the keys for the residence hall.
• Respond to written and oral communications and attend meetings as required.
• Monitor/track the monthly health and safety checks of the Resident Assistants.
• Assist with management of opening and closing of the residence complexes.
• Print and supply necessary staff members with hall lists on a bi-weekly basis.
• Interpret and implement processes, policies, and procedures.
• Attend and participate in weekly professional staff meetings as needed and determined feasible by your supervising Area Coordinator.
• Undertake other duties as assigned.
• Due to the formal and informal demands of the position, involvement in other activities requires a sizeable time commitment (volunteer work or other employment) are permitted only with written advance authorization from the supervising Area Coordinator.

QUALIFICATIONS:
• Bachelor's Degree, plus residence life experience and/or knowledge preferred.
• Enrollment in a graduate degree program at Winona State University.
• Strong administrative, interpersonal, and communication skills.

BENEFITS:
• Apartment provided, which includes laundry, local phone service, cable TV, and all utilities.
• Full tuition reimbursement (up to 12 credits) and stipend of $10,000 per year.
• Use of a University provided laptop ($800 value)