GRADUATE ASSISTANT HALL DIRECTOR – Housing & Residence Life
Office of Housing & Residence Life

Holy Names University is a small, private liberal arts institution founded on the Catholic tradition, and ranked among the most diverse universities in the U.S. HNU is nestled in the hills of Oakland, CA and is easily accessible by bus and BART.

The Office of Housing & Residence Life is committed to: meeting students “where they are”, and partnering with them for future growth; modeling empathy and service to foster student development and community interaction; creating a welcoming environment where students are valued and supported to foster generosity and gratitude; and challenging ourselves and others to grow, understand, and appreciate diversity with open minds and intentionality.

The Graduate Assistant Hall Director (GAHD) position is a 24-hour per week, live-in commitment within the campus community. Main responsibilities include resident assistant supervision, housing occupancy assistance, and participating in the administrative on-call rotation. The GAHD is supervised by the Director of Housing & Residence Life.

RESPONSIBILITIES:

SUPERVISION
- Responsible for assisting in selecting, training, supervising, and evaluating of resident assistants with advisement from supervisor and in collaboration with the Director of Housing & Residence Life
- Directly supervise a staff of 5-7 resident assistants
- Hold a weekly RA staff meeting

PROGRAMMING
- Assist the Director in developing and coordinating residential programs with advice and assistance from staff, students, and RHA
- Encourage student involvement and participation in programming, RHA and other student organizations
- Assist with Housing & Residence Life programming initiatives
- Ancillary Assignment:
  o Advise the Residence Hall Association (Durocher/Founders GAHD)
  o Oversee/Advise the Connections Project within the halls (Dunn/Feehan GAHD)

ADMINISTRATIVE DUTIES
- Assist in all aspects of housing operations: opening, closing, room changes, guest housing, health and safety inspections, etc.
- Attend all departmental staff meetings and trainings
- Participate in professional development opportunities and professional conferences
- Attend weekly supervision meetings with the Director of Housing & Residence Life
- Serve in administrative on-call rotation with Residence Life staff, providing after-hours emergency response to the residential community

DISCIPLINE
- Consistently enforce University and residence hall regulations through counseling, educational discipline, and effectively following University judicial policy.
- Participate in training on judicial procedures.
- When necessary, assist the Director of Housing & Residence Life in adjudicating student conduct cases.

DEPARTMENTAL RESPONSIBILITIES
- Attend all general GA staff meetings
- Attend mandatory training sessions
- Attend weekly supervision meeting
- Attend all departmental weekly meetings and retreats
- Collaboration with other departments as appropriate
- Other duties as assigned

OFFICE HOURS
Graduate Assistants are expected to establish a schedule of twenty four (24) office hours per week (Monday - Friday) to complete Residence Life related work and to be available for students. Outside/additional work hours not to exceed 16 hours/week.

QUALIFICATIONS:
- Bachelor’s degree required
- Prior experience in housing and residence life or hospitality industry preferred

COMPENSATION
- (Furnished) Room and board (14 meals a week) with internet and cable provided + $2,000 stipend to be distributed quarterly

TO APPLY
- For information on University of San Francisco’s Student Life MA Program and how to apply for this assistantship, please visit [http://myusf.usfca.edu/student-life/graduate-internships](http://myusf.usfca.edu/student-life/graduate-internships).