



UNIVERSITY HOUSING

Human Resources

8 Burge Hall
Iowa City, Iowa 52242-1214
319-335-3000 Fax 319-335-2979
<http://housing.uiowa.edu>

UNIVERSITY HOUSING JOB DESCRIPTION

TITLE: Graduate Assistant - Assistant Hall Coordinator
Residence Halls

BASIC FUNCTION AND RESPONSIBILITY

Required live-in position to assist in the day-to-day operations and student development mission of a University residence hall.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Create, design and implement, along with hall coordinator(s) and other management staff in University Housing, a yearly developmental plan for the hall/complex which focuses on creating a community of learners that encompasses the entire hall operation/complex and its daily operation.
- Assist in managing day-to-day operations of a University residence hall.
- Recruit, select, supervise, train and evaluate desk and/or fitness staff. Recommend disciplinary action and termination of employment of student desk and/or fitness center staff.
- Assist in directing, scheduling, assigning and monitoring the work of 24-hour desk and fitness center staff as assigned.
- Assist in planning, directing and supporting educational, academic, personal and career decision-making programming for respective buildings in collaboration with the Residence Life Programs Office.
- Assist in advising, directing and providing leadership to building student government association(s).
- Assist residents in resolving housing, general living, personal and academic problems and refer to appropriate advisory services.
- Respond to inquiries and complaints from students, staff and public (including parents).
- Maintain appropriate programming and administrative desk records.
- Assist in maintaining an acceptable level of appearance of the interior/exterior of buildings and grounds and communicate with custodial operations and maintenance management staff for major problem areas (i.e. newspapers, overflow of trash, garbage on sidewalks/stairs, major repairs, etc.).
- Showcase University residence hall facilities and services to prospective students, parents, and the University community.
- Provide functional supervision to resident assistant staff and support staff and direct supervision in the absence of the residence hall coordinator.

- Assist in the planning, implementation and evaluation of training workshops and in-service sessions prior to and throughout the academic year. Assist in the investigation of policy violation, damage, thefts, etc. Follow up with appropriate staff and students to determine accuracy.
- Support a discipline system that encourages responsible student behavior.
- Participate in development and implementation of University Housing policy. Inform staff of procedural and policy changes.
- Respond to emergencies on a twenty-four hour live-in basis. Participate in Neighborhood On Call System.

SUPERVISION RECEIVED

General supervision is received from the residence hall coordinator or other designated official.

SUPERVISION EXERCISED

Direct supervision of desk and/or fitness center staff as assigned. Functional supervision is exercised over resident assistants and support staff.

QUALIFICATIONS

- A Bachelor's degree and one year residence hall or related work experience is required.
- Acceptance in Master's Program is required. Candidate in the Student Development in Post-Secondary Education Master's Program is highly desirable.
- Excellent communication (verbal and written) and organizational skills.
- Ability to work with a diverse population.
- Creative and self-motivated individual with demonstrated leadership experience.
- Reasonable experience in using computers, including Word, Excel, and email.
- Ability to handle multiple assignments, conflicting demands and priorities.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.