University of Maine at Farmington Graduate Hall Director Job Description

PURPOSE:

Reporting to his/her respective Student Life supervisor, Graduate Hall Directors at the University of Maine at Farmington are responsible for the day-to-day management of one of the seven institution’s residence halls. The Graduate Hall Director seeks to provide a safe and inclusive living learning community that complements the overarching missions of residential life and the institution as a whole while fostering growth and development for all residential students.

The Graduate Hall Director position is a 12 month, live-in, 20 hours per week + on-call responsibilities position in the division of Student Affairs. The Graduate Hall Director’s responsibilities include and 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 development of the “whole” student
- Provide counseling and referral for personal, developmental, judicial, and academic concerns of students
- Responsible for fostering a sense of community in the residence hall
- Empower residents to take responsibility for their actions and decisions

Staff Supervision:

- Select, supervise, train, and evaluate Community Assistants
- Work with the Assistant Dean of Students to design and implement staff development and training for the Community Assistants for Fall and Winter Training
- Organize and conduct weekly CA staff meetings
- Hold one-on-one meetings with the CAs on a bi-weekly basis
- Motivate staff to plan and implement programs that meet our student body need
Administration:

- Facilitate relationships with building custodians, Facilities, Public Safety, Merrill Hall personnel, Dining, CSD and other as see fit
- Participate in an on-call rotation for the calendar year to respond to incidents and emergencies
- Work closely with the Assistant Dean of Housing to ensure all room changes are approved and accounted for as well as any vacancies
- Manage and oversee the opening and closing of the residence halls
- Be the point person for all building keys
- Other duties as assigned

QUALIFICATIONS:

A successful candidate for the Graduate Hall Director position at UMF will possess prior residence hall or student leadership experience (Resident Assistant, Admission Ambassador, Club President) at the undergraduate level, as well as a Bachelor’s degree. The candidate must also be accepted into one of the University of Maine System online graduate programs. Candidates must demonstrate leadership, communication, community development skills, and a commitment to UMF’s liberal arts mission. Candidate should have a willingness to commit for two years.

BENEFITS:

- Furnished apartment provided with full kitchen, cable, internet, phone and all utilities
- $7000-$8000 stipend
- Personal parking spot
- Tuition reimbursement for 2 graduate classes per semester

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