WALDORF COLLEGE
ASSISTANT HALL DIRECTOR (AHD) JOB DESCRIPTION

The Residence Life Program at Waldorf College is a vital component of the educational program and academic support services of the college. Our mission is to provide a living-learning environment for all resident students, in accordance with the mission of the college. The goals of the residence life program include: providing individual and/or group educational and development opportunities, offering well-maintained facilities, and offering responsive, efficient, and effective management of services and resources.

The position of an Assistant Hall Director at Waldorf College has been created to personify the Mission of the College, by giving the successful candidates opportunities to have a hands-on experience of what the day-to-day responsibilities are of being a hall director in a college setting, and to be a role model for fellow staff and students. This provides an opportunity for students who have previously served as Resident Assistants (RAs) to assume additional responsibilities within residence life. The difference in this position as opposed to the Resident Assistant position is that in addition to having a regular floor and fulfilling the requirements of the RA position, the AHD performs additional administrative responsibilities. The time commitment is a little more than that required for an RA.

Assistant Hall Directors are expected to complete all of the duties of a Resident Assistant which are outlined in the Resident Assistant job description in addition to the following responsibilities:

1. Be available to arrive early in the fall for AHD training
2. Assist with RA training by coordinating various teambuilding activities, among other things
3. Provide on-going support to the Residence Hall Association (RHA)
4. Actively participate in staff development events and other activities for residence life staff
5. Assist the Residence Hall Director with the administration of the hall(s) through the following:
    a. Coordination of check-in and check-out each semester
    b. Orientation of new students to the hall(s) each semester
    c. Assist with RA program planning and track such programming efforts
    d. Coordinate the development of a nightly duty schedule and manage changes to the schedule
    e. Assist the RHD with weekly hall inspections for cleanliness and report all repair needs and other problems to the RHD
    f. Plan and organize hall events (e.g. open house) with the RHD
    g. Other duties as assigned
6. Be aware of situations in the hall(s)
7. Coordinate staff and building functions (including running staff meetings) in the hall director's absence or when needed
8. Assist with special projects such as RA selection, room selection and staff enrichment as needed

<u>REMUNERATION</u>

- $3,000.00
- Free up-Front Parking, inmost cases, next to the residence hall
- Personal Growth and Development
- Community Contacts

The Department of Residence Life at Waldorf College maintains openness to all qualified persons and does not discriminate with regard to race, sex, religion, ancestry, ethnicity, age, sexual orientation, disabling condition, political affiliation, veteran status, or marital status.