

2024-2025 Assistant to the Hall Director (AHD) Position Overview

Position Description

The Assistant to the Hall Director (AHD) position is designed for students who have previous Residence Life experience as a Resident Assistant and want to expand their experience in Residence Life. Preference will be given to applicants with at least one semester of experience as an RA by the application deadline. The AHD provides direct support and assistance to the Hall Director with administrative responsibilities, staff supervision and development, and other individualized experiences. The AHD position is considered to be approximately a 20-hour per week position. The AHD position would be ideal for students who are interested in continuing their education and experiences for a future career in student affairs.

Position Responsibilities

Essential/Primary Responsibilities (80% of the position)

The AHD position encompasses the following opportunities/responsibilities:

- Provide direct assistance to the Hall Director.
- Provide support with supervision of student staff.
 - Provide leadership in consultation and collaboration with the Hall Director for staff development, including, but not limited to, retreats, recognition efforts and activities, etc.
 - Conduct 1:1 meetings with student staff members.
 - Provide support for staff accountability through conversations and evaluations
- Conduct office hours.
- Manage the Residence Life room reservation process.
- Complete administrative responsibilities including, but not limited to, coordination of duty scheduling, student staff time away requests, tracking of Residence Life Experience components, purchase requests, inventory of hall office and other spaces as designated.
- Serve as the office manager of the hall.
- Positively engage with residents.
- Uphold departmental mission, principles and values, including SAFE.

Individualized Experience (20% of the position)

We want you to gain knowledge, skills, and experience in areas you are interested in. That being said, the following opportunities are available for you to pursue. These tasks will be determined in collaboration and consultation with your supervising Hall Director. This is not a comprehensive list and not all opportunities are required. The individualized experience could also include other duties as assigned by the supervising Hall Director.

- Billboards
- (Co-) Advise Hall Government
- Event planning
- Resident interaction
- Other administrative tasks/responsibilities such as budgeting, organization and upkeep of digital files and systems, tracking of information

Position Eligibility

Applicants for the AHD position must:

- Have a cumulative and semester GPA of 2.5 or higher.
- Be in good conduct standing with the University, which means no conduct violations resulting in anything more than a warning.
- Have had previous Residence Life experience as a Resident Assistant. Preference will be given to applicants with at least one semester of experience as an RA by the application deadline.
- Be committed to being in the position for the entire 2024-2025 academic year.
- Live on-campus in a residence hall or apartment for the 2024-2025 academic year.

Renumeration

1. AHDs are required to have a residence hall license agreement or on-campus apartment lease on file and sign up for a minimum of a 100-block meal plan per semester through NDSU Dining. A scholarship valued at \$1,275/semester to cover the cost of a 170-block meal plan is provided.
2. A scholarship to cover the actual cost of housing, up to the full value of a student staff room, currently valued at \$2,350/semester.
 - If the housing assignment chosen by the staff member exceeds \$2,350/semester, the staff member will be responsible for the remaining balance.
3. A stipend minimally valued at \$5,486.00 over the course of the academic year.

*Note: The room and meal compensation are considered scholarships and may impact Financial Aid award amounts. Please contact NDSU Financial Aid with any questions.

Expected Employment Period

Spring Orientation – TBD

Fall Training (AHD and RA) - TBD

Fall Opening – Saturday, August 24, 2024

Fall Semester – Saturday, August 24, 2024 – Friday, December 20, 2024

Fall Closing – Friday, December 20, 2024 and potentially into Saturday, December 21, 2024

Spring Opening – Sunday, January 12, 2025

Spring Semester – Sunday, January 12, 2025 – Friday, May 17, 2025

Spring Closing – Friday, May 17, 2025 and likely into Saturday, May 18, 2025

*Note: Dates/times are subject to change.

Application Information

Applications can be submitted at <https://ndsu.erezlife.com/staffapp/jobs/>. A resume and cover letter need to be attached in addition to the application. Applications are due by 11:59 pm CST on Monday, January 15, 2024.

Last Updated: 11/2/2023