



## Department of Residence Life

### Assistant Hall Director Contract

#### PART 1: POSITION DESCRIPTION

##### SECTION I: GENERAL POSITION DESCRIPTION:

The Assistant Hall Director (AHD) position is designed for students who have completed at least one year at NDSU. This position is a comprehensive role that will teach some of the behind the scenes components of Residence Life while serving as a support person in our halls that have large numbers of staff and residents. 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 for a career in Student Affairs. Individuals chosen for this position must either live in the residence halls or on-campus apartments.

##### 1. Responsibilities

- a. Provide direct assistance to the Hall Director and leadership for the hall staff, including taking on responsibilities of the Hall Director in case of their absence.
- b. Assist HD with RA evaluations each semester.
- c. Assist HD with planning and implementation of staff retreat(s).
- d. Plan and facilitate staff development activities.
- e. Assist RAs in negotiating and resolving conflict, both within staff and with their residents.
- f. Conduct regular meetings with RAs to communicate concerns and departmental or building information.
- g. Facilitate, track, and implement curriculum to enable residential learning and growth.
- h. Complete occupancy reports every week.
- i. Maintain 15 administrative office hours a week to make themselves available for staff and students.
  - o Billboards and other responsibilities can be completed during this time.
  - o Three (3) to five (5) of these hours should be held when the desk is already open.
- j. Billboards as assigned throughout the hall.
- k. Complete administrative tasks, including duty schedule, mail schedule, time off requests, and break room check coverage.
- l. Manage the hall office.
- m. Promote open lines of communication between student staff, hall director, and department to foster a positive living and working environment.
- n. Demonstrate positive leadership in all forums through role modeling, exercising good judgement, and maintaining integrity in decision making.
- o. Pursue opportunities for personal learning and development within the AHD role.
- p. Serve as a resource for RAs and residents.
- q. Maintain four (4) evening or weekend hours a month in the central office and communicate to RAs so they can use the resource room after hours.
- r. Scheduling and facility set-up of reserved spaces in all residence halls.

##### SECTION II: DEPARTMENT PRINCIPLES AND VALUES

##### 1. Principles

- a. **Standards of Service**-consistently deliver the highest possible level of quality in all Residence Life services and programs.
- b. **Living Environment**-maintain, improve, plan and develop our facilities in the way that meets the students' basic needs.
- c. **Learning Environment**-foster individual growth and development, academic success, and a sense of community.
- d. **Quality and Diverse Staff**-attract, reward, and retain quality staff to develop and enhance an organizational culture that values all individuals, promotes professional development, and maintains ethical standards.
- e. **Responsible Financial Management**-responsibly manage financial resources to achieve growth and address future planning.
- f. **Building and Establishing Relationships**-attract and retain students, develop and sustain successful partnerships that market and foster a positive reputation.
- g. **Innovative Use of Technology**-incorporate the innovative use of technology.

## **2. Values**

- a. Come in with an open mind and be willing to participate fully as active members of their community.
- b. Take pride in the work you do.
- c. Have a positive mindset.
- d. Connect with residents.
- e. Work collaboratively with staff and leaders in the building, and other staff members in the Department of Residence Life.
- f. Publicly and privately, support all Residence Life staff members in the performance of their job duties.
- g. Be on time and meet deadlines.
- h. Ask questions.

## **SECTION III: POSITION IMPLEMENTATION**

### **1. Embrace Global Citizenship**

- a. Demonstrate positive leadership in the residence halls and as members of the NDSU community.
- b. Ensure adherence to community standards to help maximize residents' academic and personal success.

### **2. Explore Identity**

- a. Become acquainted with each resident in the community.
- b. Assess and respond to the needs of the residents.

### **3. Create Connections**

- a. Demonstrate care and concern for the wellbeing of residents and initiate contact with students.
- b. Be responsive to residents' questions and needs, and refer appropriately.
- c. Participate in meals at the dining center with residents.
- d. Promote the growth and development of residents and facilitate their connection to the residence hall and campus community.
- e. Develop and maintain a hall environment conducive to personal well-being and success.
- f. Promote leadership opportunities for residents including, but not limited to, working with floor representatives and supporting hall government.

### **4. Foster Inclusive Communities**

- a. Demonstrate sensitivity and promote a climate that values diversity and inclusiveness.
- b. Be available and accessible to students.
- c. Maintain an open and accepting attitude toward all residents and challenge residents to do the same.
- d. Enlist the help of all residents in establishing and maintaining quiet hours and other conditions to achieve a responsible learning community.
- e. Assist students in negotiating and resolving conflict.
- f. Work closely with floor/house partners to develop an effective community in the hall.

### **5. Be Lifelong Learners**

- a. Be a positive role model in all endeavors by exercising good judgement and demonstrating integrity in decisions.
- b. Become familiar and knowledgeable of available services, resources, and personnel on campus.
- c. Encourage mutual responsibility for residents' safety, including adherence to university and residence hall safety and security policies.
- d. Assume responsibility for personal learning and development in the Resident Assistant role.
- e. Attend and participate in fall training, the Red River Valley RA Conference, winter training, spring orientation, and on-going training sessions.
- f. Participate in staff development activities.

## **PART 2: TERMS AND CONDITIONS OF EMPLOYMENT**

### **SECTION I: ACADEMIC REQUIREMENTS FOR ASSISTANT HALL DIRECTOR POSITION**

1. AHDs need to have a cumulative and semester GPA of 2.5. Outlined below are the parameters if staff are not at 2.5.
  - a. Academic Watch: The semester GPA is between a 2.25 and 2.49, and cumulative remains above 2.5.
  - b. Academic Probation: Semester GPA is between 2.0 and 2.24 and/or cumulative is between 2.0 and 2.49.
2. Returning Student Staff
  - a. AHD will be immediately released from their contract if semester or cumulative GPA is under 2.0.
  - b. Academic Probation can be allowed for one semester.
  - c. Academic Watch can be multiple semesters.
3. AHDs on Academic Watch or Probation will complete an Academic Plan during their first 1:1 in the next semester with their Hall Director.

4. AHDs must be enrolled full-time (no more than 18 credits). AHDs wishing to take credits outside these parameters may do so after consultation with their Hall Director prior to registration. A staff member may have only one semester below full-time during their time in the position.
5. AHDs with labs, clinical work, studio work, etc need to be aware of the time they are spending outside the hall. The AHD must discuss academic time demands with their Hall Director. A plan may be devised that includes prioritizing and re-evaluating other outside time commitments.
6. Students needing credit-bearing internships, practicums, or student teaching beyond 15 hours a week may not be AHDs.

## **SECTION II: OUTSIDE TIME COMMITMENTS**

1. No other campus employment is due to Human Resources (HR) policies that students cannot work more than 20 hours a week for NDSU.
2. AHDs cannot hold a position on Hall Government within the hall(s) where they work, Residence Hall Association, or National Residence Hall Honorary executive board.

## **SECTION III: COMPENSATION**

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 25 meal block per semester through NDSU Dining.
2. Scholarship of minimally \$4024 to assist in covering room/on-campus apartment costs and dining.
3. Minimum stipend of \$5,062.00.

## **SECTION IV: STAFF DISCIPLINE/TERMINATION**

*The following criteria outlines conditions, which if committed, are considered serious enough to warrant disciplinary action and/or termination from the AHD position. Please note that this is not a comprehensive list. In the event that an AHD is allegedly involved in a violation of Residence Life and/or University policy, the AHD is also subject to adjudication through the judicial process of the University.*

1. Behavior resulting in violations of law (university, local, state, federal, etc.).
2. Not completing job duties as assigned.
3. Misrepresenting the department or institution in any form (behavior, verbal, written, social media, etc.).
4. Acts of negligence or incompetence that cast reasonable doubt on effective job performance.
5. Misuse or loss of building keys.
6. Failure to show progress in meeting expectations as outlined by the Hall Director.

## **SECTION V: DISCIPLINARY ACTION/TERMINATION PROCEDURES**

1. AHDs will be made aware of conditions that would lead to disciplinary action or termination. Signing the Assistant Hall Director Contract constitutes an understanding and acceptance of these conditions.
2. The AHD will be informed in writing of any decision by the supervisor that may result in disciplinary action or termination.
3. Correspondence will outline the circumstances or behaviors that led to disciplinary action or termination.
4. The decision to terminate cannot be appealed and will result in removal from hall in which they currently live and work. Ability to continue to live on campus may be possible if space is available.
5. Upon removal from position, scholarship funds will be charged back at a pro-rated amount based on the date of termination.

## **PART 3: STUDENT STAFF KEY USE POLICY**

**SECTION I:** The Department of Residence Life is committed to maintaining a high degree of security and safety in the residence halls and apartments for both residents and staff, as well as protecting the building facilities and equipment. A vital part of this safety and security system is limited accessibility of keys through controlled distribution and secure storage. For this reason, the following policies and expectations have been developed for student staff regarding key distribution, storage and loss.

## **SECTION II: GENERAL EXPECTATIONS**

1. You are responsible for keys issued to you by the Department of Residence Life. Keys are not transferable.
2. Staff members are responsible for keeping Department of Residence Life keys secured and in your possession at all times.
3. In the event of a key loss you are responsible for immediately reporting the loss to your supervisor. The supervisor is responsible for reporting the loss to the Associate Director.
4. Loss of keys could result in the staff member being financially responsible for the replacement.
5. Loss of the keys issued to you could result in disciplinary action up to and including termination of your position.

### **SECTION III: ALL STAFF EXPECTATIONS**

1. **Hall Directors are responsible for properly issuing and collecting of residence hall/apartment keys to all staff.** An “NDSU Key Record” will be completed for every staff member who is issued Department keys.
2. **At the end of each school year, a key audit will take place with the Hall Director.** This will be done to help maintain a higher level of accountability for all keys issued to staff.
3. **After using the master key ring it must be promptly locked up and returned to the hall office.** The master key ring must never be taken outside of the building, taken home, or left unattended.
4. **All staff is encouraged to evaluate and discuss individual habits for key usage and to carefully consider ways that would minimize their risk of losing keys.**

### **PART 4: EMPLOYEE CONFIDENTIALITY OF STUDENT RECORDS ACKNOWLEDGMENT**

North Dakota State University has a legal responsibility to assure students that their education records are confidential. All employees, including student employees, have a responsibility to adhere to the strict confidentiality of student records in accordance with state and federal laws and the rules of NDSU.

The University will treat the breach of this responsibility in a very serious manner. Employees who sign this agreement acknowledge that they understand the responsibility they have to not look up the records of students for personal use or to otherwise improperly disclose such records and that they realize the seriousness of this matter. Violation of law or regulation can result in disciplinary action.

### **PART 5: ALCOHOL AND DRUG EXPECTATIONS**

All Residence Life staff members are involved in educating students about alcohol and illegal drug use. This includes communicating about appropriate attitudes and behaviors concerning alcohol or illegal drug use. The department has established the following expectations related to alcohol use that is necessary to be a good role model.

1. The Department of Residence Life does not tolerate the possession or use of alcohol where anyone is under the age of 21.
2. Do not engage in alcohol and/or drug related activities that are in violation of University policy or state/federal laws.
3. Do not encourage events involving residents where alcohol and/or drugs is the primary focus or motivation to attend.
4. Do not place yourself in a situation where it could be perceived that you are drinking underage, supporting minors, or partaking in illegal drug use.
5. AHDs are expected to confront and educate residents about the risks and possible consequences of illegal use of alcohol and/or drugs on campus.

# Assistant Hall Director Contract 2018-2019

North Dakota State University | Department of Residence Life

Full Legal Name (Printed Clearly) Student ID # Assigned Hall

Permanent Address City State Zip code

Preferred name on nametag? NDSU Email Address Cell Phone Number

Do we need to be aware of any medical conditions? (diabetes, epilepsy, medications, etc.) If yes, please explain.

Do you have any dietary restrictions? (vegan, observing Ramadan, celiac disease, etc.) Please Specify. Shirt Size

Emergency Contact Name Emergency Contact Relation Emergency Contact Phone

This contract, when signed by the parties listed below, becomes a properly executed contract binding the two parties to these documents:

Assistant Hall Director Position Description  
Student Staff Key Use Policy  
Confidentiality Statement

Assistant Hall Director Terms and Conditions  
Alcohol and Drug Expectations for Student Staff  
Contract Dates, as listed below

## Dates of Employment

CONTRACT DATES	SPRING ORIENTATION	FALL TRAINING	FALL OPENING	FALL SEMESTER	SPRING TRAINING	SPRING OPENING	SPRING SEMESTER	RA ALL-STAFF MEETINGS
	APR 5, 2018	AUG 2-17, 2018	AUG 18-20, 2018	AUG 18-DEC 15, 2018 at 3PM	JAN 3-7, 2019	JAN 6-7, 2019	JAN 6-MAY 11, 2019 at 3PM	TWICE A SEMESTER ON WED NIGHTS FROM 9:15-10:45 PM

## COMPENSATION:

- Scholarship of minimally \$4024 to assist in covering room/on-campus apartment costs and dining
- Minimum stipend of \$5,062.00.

**\*Nearly all communication will occur through email. Please check your NDSU account regularly!**

Assistant Hall Director Signature Date Hall Director Signature Date