



ALMA COLLEGE

Graduate Hall Director – Alma College Residence Life

This position will assist with all duties related to one of the residential experiences at Alma College. This includes, but is not limited to, supervising resident assistants, managing day-to-day residence hall operations, and developing engagement opportunities that support student success, persistence, and development. This position will generally work 20-25 hours per week, though some weeks may require additional time.

Specific Duties Performed:

- Mentor students living in one of our residential experiences.
- Provide developmentally appropriate programming for residents that supports Alma College's and the Student Affairs sector's mission and goals.
- Serve in emergency on-call rotation.
- Supervise a team of resident assistants. Responsibilities include but are not limited to weekly staff meetings, one-on-one meetings with students, and other supervisory tasks.
- Assist in the management of hall opening and closing at the beginning and end of each semester.
- Plan, implement, attend, and assess student engagement and other initiatives in the residential experience.
- Assist with administrative and building management responsibilities.
- Plan regular professional development in-services for resident assistant staff.
- Serve as a student conduct hearing officer.
- Communicate and collaborate with Alma College faculty, staff, and students to help better meet the needs of students.
- Assist in the Residence Life Office operations. Must adhere to a compatible work schedule established and agreed upon by the supervisor.
- Participate as a member of sector and/or departmental teams or committees as requested or as mutually agreeable.
- Serve as a role model for all students and staff in personal and professional behaviors.
- Provide personal, social, academic, and occupational support that enhances student persistence.
- Other duties as assigned.

Period of Employment:

- This is an anticipated opening for a 10-month position that will begin on August 1 and conclude on May 31.
- Opportunity to continue employment during subsequent academic years.

Supervision Received/Supervision Exercised:

- Reports directly to one of the assistant or associate directors of residence life and indirectly to the director of residence life.
- Supervises student staff.

Minimum Qualifications:

- Earned Bachelor's degree
- Admission to Central Michigan University's College of Graduate Studies .
- Demonstrated positive interpersonal skills
- Demonstrated ability to communicate effectively and project a positive image
- Valid driver's license
- Ability to balance several projects and meet deadlines
- Ability to work some scheduled night and weekend obligations. These obligations can be associated with major office events, including, but not limited to move in, admissions events, orientation, etc.

Preferred Qualifications:

- Admission to Central Michigan University's Higher Education Administration graduate program.
- Previous residence life experience.
- Previous mentorship experience.
- Career interest in residence life.

Physical Requirements:

- Must be able to work at a computer for several hours at a time.
- Must be able to make presentations and engage in some travel.
- Must be able to respond to emergencies in locations throughout campus.

Compensation:

- Tuition remission of up to eighteen (18) hours of graduate study per academic year (fall, spring & summer terms).
- \$12,850 annual stipend.
- Alma College campus-owned housing provided.
- Meal plan provided while Alma College dining services are open.
- Professional development opportunities.