The Graduate Hall Director is a live-in graduate student supervisor among the Housing and Residence Life staff in the Division of Student Affairs. The Department is committed to a comprehensive residential program; one that blends the co-curricular with the academic to create a comprehensive educational environment assisting all residents in achieving their fullest potential. The Graduate Hall Director is recognized as a University Official and represents the university and the department on and off university property. Under the supervision of the Residence Life Coordinator and Assistant Director, the Graduate Hall Director will fulfill the general requirements and responsibilities in this job description and the Graduate Hall Director employment agreement.

Job Responsibilities:

- Serves as a hearing officer for conduct cases within the Centennial Place residence hall.
- Manages the front desk operations including hiring, training, and evaluations of Desk Assistant staff.
- Co-supervises the Resident Advisor staff with the Residence Life Coordinator.
- Advises the First Gen Living Learning Community (1GLLC) including two 1GLLC Mentors.
- Oversees initializing IDs using Onity within Centennial Place.
- Aides in educational programing in design and implantation.
- Addresses maintenance concerns.
- Serves as a first responder to emergency situations in the building.
- Other duties as assigned.

Qualifications:

- Must be enrolled and accepted as a full-time graduate student.
- Must maintain a minimum cumulative GPA of 3.0 to hold the position.
- Maintain a clear judicial record with the Department of Housing and Residence Life and the Dean of Students’ Office.
- Must sleep and live-in the assigned Graduate Hall Director room and building.
- Display leadership qualities or characteristics as evidenced by previous leadership experiences, recommendations, and evaluations.
- Display strong interpersonal skills through proven ability to interact effectively with others.
- Preferred Qualifications: acceptance into the Leadership and Policy Studies – Student Personnel Graduate Program and strong residence life experience as an undergraduate.

How to Apply:

- To apply for this position please send a resume to Michelle Zengulis, Assistant Director for Residence Life, at m.zengulis@memphis.edu

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