Georgia State University

Job Title: Assistant Residence Hall Director

BCAT Code: 09JX53 Effective Date: June 1, 2011
Pay Grade: G09 FLSA Status: Exempt Revision Date: July 1, 2013

General Description
Assists in the overall development and administration of a supportive learning environment within an assigned student residential community.

Examples of Duties
- Oversees residential curriculum and academic initiatives and services for residential students in an assigned residential community.
- Assists Resident Assistants in developing intentional plans to further the academic, social, and personal development of residents.
- Recruits, trains, oversees, advises and supports the Hall government.
- Attends planned officer retreats, meetings and programming events.
- Assists in the program and administrative oversight for Living-Learning Communities.
- Assists in the recruitment, selection, training, supervision and evaluation of student staff.
- Coordinates the completion of administrative tasks within an assigned residential area.
- Serves on departmental and University committees, task forces and development activities.
- Participates in a rotation of 24-hour on-call coverage during the academic year.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of budget management.
- Strong interpersonal and communication skills.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to supervise and train employees, such as organizing, prioritizing and scheduling work assignments.
- Ability to analyze and resolve conflict situations.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or a combination of training and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section