Assistant Hall Director

Position Description

Department Area:
University Residences and Dining Services

Summary of Duties: Assists with community building aspects of the residence hall; assists with the selection, training and supervision of student staff; assists with problem solving, referral and judicial meetings; advises student groups; works closely with the full-time staff to manage the hall or complex; includes some evening, weekend and on-call duty.

Assist with selection, training, and supervision of paraprofessional staff.
1. Assist with recruitment, selection, and placement.
2. Assist with needs assessment and training.
3. Assist with implementation of pre-services paraprofessional training, as well as the planning and implementation of the in-service training.
4. Assist with individual and/or group supervision and evaluation.
5. Co-teach a series of workshops for students who would like to become resident advisors for one of the two years.
6. Assist in planning/facilitation of staff meetings.

Assist with student problem solving and referral and advising of student groups.
Be available, approachable, and accessible to students.
1. Advise and consult with residents regarding social, educational, and academic concerns; initiates appropriate referrals. (Informal and formal)
2. Confront and discuss behavioral problems with residents and identify appropriate behavioral changes.
3. Conduct judicial hearings and disciplinary interventions as needed.
4. Assist with or handle crisis intervention as necessary.
5. Explain residence hall rules, procedures, and behavioral expectations to residents.

Assist with basic management of residence hall or complex.
1. Maintain on-going contact with housekeeping and maintenance staff in building/complex/area.
2. Maintain on-going relationships with Housing Administration.
3. Assume scheduled on-call responsibilities.
4. Complete requested forms, reports, and correspondence.
5. Maintain on-going contact with food services staff in area commons.
6. Understand and communicate relevant food service, maintenance, and housekeeping procedures, policies, and practices.
7. Understand and communicate Student Affairs and Residence Life procedures.
8. Maintain direct contact with hall director/supervisor.

Assist with planning and implementing programs, support services, and activities contributing to student development.
1. Assist with advising student groups, committees, and organizations.
2. Assist with assessing, planning, implementing, and evaluating programming.
3. Assist in developing hall leadership training.

Other duties assigned.
1. Attend scheduled pre-service and in-service training sessions.
2. Serve on system planning committees as appropriate.
3. Assist with special coverage of hall or area during major campus events.
4. Present workshops at department sponsored conferences.
5. Assume other job related responsibilities as requested or assigned.
Diversity Statement
Office of University Housing

Diversity and Social Responsibility are at the cornerstone of community life at The Ohio State University. The Office of University Housing defines diversity as an inclusive mixture of all the differences that make individuals at OSU unique. Further, social responsibility encourages individuals to not only think about how they act, but also the impact of those actions on others. Through opportunities for critical thinking, social interactions and discussion within our residence halls and larger university communities our goal is to empower students, staff, faculty and friends to learn from the wide array of human similarities and differences in an increasingly interconnected world.

Our goals are to:
- Increase sensitivity to differences through shared experiences, dialogue, and personal reflection
- Encourage students to address thoughtlessness that may impact the campus climate and the student experience
- Actively develop communities that are committed to diversity and inclusion
- Support and empower students who experience bias and discrimination

The following goals and guidelines are intended to facilitate personal development and to create positive experiences for all those who are part of Ohio State University residence hall communities.

Increase sensitivity to differences through shared experiences, dialogue, and personal reflection

Given that our residence hall communities have members with different lifestyles, values, ideas, cultures, and backgrounds, it is our hope that all those who live, learn and work in these environments will learn to respect and appreciate others with whom they interact. Students, staff, faculty and guests within our communities are asked to demonstrate this respect by:

- Listening and learning from the experiences of others living in, engaging with and working in our communities
- Actively challenging stereotypes by comparing and contrasting new experiences encountered at OSU with past evaluations made of others
- Respectfully questioning and/or discussing opinions, thoughts and ways of doing things that are different from ones with which we are more familiar
- Considering motivations for our behavior, and the impact such actions may have on the larger community
- Asking questions when in doubt about the impact of our words or actions
Encourage students to address thoughtlessness that may impact the campus climate and the student experience

The words "not tolerated" are different than "does not exist." Unfortunately, despite the best efforts of university students, staff and faculty some members of our community will experience discrimination based on race, heritage, religion, gender, sexual orientation, socioeconomic background, veteran status, etc. as part of their experiences here at The Ohio State University. The following are ways to create more positive residential experiences that are designed to reduce the number these instances:

- Consider discussing the content and messages displayed in resident rooms or community spaces in a manner consistent with the expressive rights of the resident(s).
- When possible, make staff aware of behaviors or actions that appear to promote discrimination or bias within the community
- Think about the intended and unintended impact of words or phrases when used in person, online, etc.

Actively develop communities that are committed to diversity and inclusion

By actively seeking to employ and retain staff members who recognize the importance of promoting and fostering social responsibility and community building in our residence halls, our goal is to create dynamic and inclusive environments for all students, staff, faculty and guests. We expect our staff to be talented facilitators who are also aware of the various campus resources and organizations available to effectively address bias related incidents should they arise. As a result of careful selection, extensive training, and continuous evaluation, we fully expect our staff and community members to be prepared to address the issues and realities that are part of fostering a diverse and inclusive campus community.

Support and empower students who experience bias and discrimination

University staff will work in conjunction with various offices to resolve cross-cultural conflict, perceived issues of bias or intolerance. As a community member, feel free to consult with staff to get resources for how to address any of these potential issues should they arise.

Closing Thought

Understanding differences can be a challenge for many students at The Ohio State University. We may not necessarily agree with, or fully understand, the diverse members of our community. We should, however, do our best to respect these differences by entering into new situations with an open mind and by engaging in thoughtful interactions with others in the university community.
LEARNING OUTCOMES 2014-2015

Major Activity #1: Create Community

As a result of the experiences and services provided by University Housing...

LO: 1A. Residents will engage with the university community.

LO: 1B. Residents will build meaningful relationships with other students within their living environment.

Major Activity #2: Advocate Wellness

As a result of the experiences and services provided by University Housing...

LO: 2A. Residents will understand the value of wellness in connection with their success.

LO: 2B. Residents will explore topics within the nine areas of wellness.

Major Activity #3: Promote Inclusion

As a result of the experiences and services provided by University Housing...

LO: 3A. Residents will understand the value of global perspectives.

LO: 3B. Residents will demonstrate an increased appreciation of differences.

Major Activity #4: Enhance Learning

As a result of the experiences and services provided by University Housing...

LO: 4A. Residents will be aware of resources on campus that support their academic success.

LO: 4B. Residents’ educational goals will be enhanced by engaging in experiences outside the classroom.
VISION
In University Housing, we support, educate and enrich students by providing the highest quality residential experience.

MISSION
We inspire students to achieve their highest personal potential by providing collaborative residential programs that encourage community, wellness, inclusion and learning.

MOTTO
We care about student success.

OUR CORE VALUES:

COMMUNITY
We build relationships, are accountable to self and others, participate in activities, and demonstrate responsible citizenship.

INCLUSION
We engage in respectful dialogue, confront incidents of bias, strive to use inclusive language, and acknowledge and celebrate differences.

WELLNESS
We take an active role in all aspects of wellness for ourselves and those in our community.

LEARNING
We connect experiences in and out of the classroom, by engaging with faculty, exploring professional opportunities, and developing life-skills.

Commitment to Colleagues • Demonstrate Integrity, Ownership & Responsibility • Contribute to a Culture of Inclusiveness • Act with Intention and Purpose • Be Professionally Curious • Assume Positive Intent • Embrace Structure and Autonomy • Value Relationships • Communicate Directly With Compassion • Speak in “We”

EXTRAORDINARY STUDENTS | EXTRAORDINARY EXPERIENCES | HOUSING.OSU.EDU
UNIVERSITY HOUSING
LEARNING COMMUNITIES

FIRST YEAR COLLEGIAN
Exclusively for first-year students interested in connecting to involvement opportunities and campus resources, developing leadership skills and participating in community service.

SOPHOMORE LEARNING & INVOLVEMENT COMMUNITY
For second-year students (including transfer students) interested in connecting to other sophomores and to Ohio State through service, leadership enhancement and major/career exploration.

EXPLORATION
For first-year students who want to explore options and develop plans to meet their academic, personal and career aspirations.

FUTURE HEALTH PROFESSIONALS
For students studying Allied Health, Health Information Systems, Medical Laboratory Science, Radiological Sciences, The Ohio State University and other health-related majors.

PHARMACY HOUSE
For pre-pharmacy students interested in connecting with peers, faculty and staff from the College of Pharmacy through practice experiences within the profession.

NURSING
For students interested in the opportunity to explore the profession of nursing, develop a community among other residents and members of the College of Nursing, and learn the latest trends in healthcare.

WOMEN IN ENGINEERING
For women in the College of Engineering looking for opportunities to develop competencies directly related to advancement in the field of engineering.

ENGINEERING HOUSE
For all engineering students who want hands-on experience and opportunities for career exploration to help them become successful students and professionals.

FOOD, AGRICULTURAL, & ENVIRONMENTAL SCIENCES
For agricultural and environmental sciences majors and those interested in social and academic experiences related to agricultural leadership, education and awareness.

VISUAL & PERFORMING ARTS
For all students passionate about one or more dimensions of the arts (music, theater, art, design & dance) and engaging with them in a community setting.

JOHN GLENN CIVIC LEADERSHIP
For all students who aspire to make a difference in the world and have an interest in public policy, civic engagement and service.

GLOBAL BUSINESS
For first-year students interested in exploring the increasingly globalized world of business as part of the FisherDirect initiative.

INTERNATIONAL HOUSE
For students interested in being a part of learning opportunities that emphasize how to be aware and active in an increasingly global society.

BUSINESS HONORS
For honors business students who want to become successful students and citizens through team building, practical experiences, service learning, academic achievement and leadership initiatives.

SUSTAINS
For students interested in becoming leaders in sustainability, personally and professionally, by fostering connections with others and learning how sustainable culture impacts society.
# CANDIDATE REFERENCE SHEET: OSU FACTS

## Academic Structure

19 Colleges | 12,000 Courses (estimated)  
Over 100 Departments  
Over 175 Undergraduate Majors  
115 Master's degree programs  
Over 90 Doctoral degree programs  
Up to 16 degrees offered at various regional campuses, 29 Associates degrees can be obtained in fields related to Agriculture at ATI

## Enrollment Overview: Autumn 2014

64,868 total | 58,322 Columbus Campus  
51,215 undergraduates | 44,741 Columbus Campus  
Approximately 51% Men - 49% Women  
50,147 Ohio Residents | 14,721 Non-Ohio Residents

## First Year Enrollment: 2014-2015

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<tbody>
<tr>
<td>ATI-Wooster</td>
<td>318</td>
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<tr>
<td>Columbus</td>
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<tr>
<td>Lima</td>
<td>428</td>
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<tr>
<td>Mansfield</td>
<td>474</td>
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<tr>
<td>Marion</td>
<td>434</td>
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<td>Newark</td>
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## Minority Enrollment

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<tbody>
<tr>
<td>6,178</td>
<td>International Students 12%</td>
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<tr>
<td>3,630</td>
<td>African American 7.1%</td>
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<tr>
<td>3,527</td>
<td>Asian 6.9%</td>
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<tr>
<td>2,235</td>
<td>Hispanic 4.4%</td>
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<tr>
<td>93</td>
<td>American Indian or Alaska Native 0.18%</td>
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## Tuition: 2014-2015

- Columbus: $10,010 (in state) | $26,510 (out of state)  
- Regional: $7,140 (in state) | N/A (out of state)

## University Academic Facts

- #1 public institution in Ohio, and #18 nationally  
- 61% of the entering freshmen this past fall ranked in the top 10 percent of their graduating high school class, and 93% in the top 25 percent.  
- Ohio State’s First Year Experience (FYE) and Living-Learning Programs are listed by U.S. News as stellar examples of programs that lead to student success.  
- Approx. 22% of freshmen are out-of-state students  
- Student to faculty ratio 19:1 (not necessarily classroom ratio).  
- 73% of incoming first year students had previous college credit.  
- All Ohio counties, 50 states, and 75 countries are represented in the student body.  
- For 17 consecutive years, the incoming first year class is the most academically prepared than ever before  
- Retention of the class of 2015 is the highest it has ever been; retaining 93.7% of students.

## Residence Life

39 Residence Halls (36 Columbus | 3 Regional)  
24 Hall Directors (- - Columbus | - - Regional)  
18 Assistant Hall Directors  
Approx. paraprofessionals 332  
Staff sizes range from 8-41  
Residents By Campus  
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<tr>
<td>11,490</td>
<td>Columbus</td>
<td>350</td>
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<tr>
<td>175</td>
<td>Newark</td>
<td>190</td>
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24 Hour Office in each hall or complex  
All residence hall rooms are both hard wired for "ResNet" internet and wireless internet access  
71 channel cable television hookups

## About Student Life

- >5,000 employees | $237 million annual budget  
- 28 food service operations: 26 Columbus, 1 Newark, 1 Wooster  
- 7 health, wellness, and student success facilities: Recreation and Physical Activity Center (RPAC); Adventure Recreation Center (ARC); Jesse Owens Recreation Centers North, South, and West; Wilce Student Health Center; and Younkin Success Center  
- 6 event centers: Ohio Union, Jerome Schottenstein Center, Blackwell Inn, Royer Student Activity Center, Fawcett Center, and Drake Performance & Event Center

## A Historical Timeline

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<th>1870 Established by Legislature as Ohio Agricultural and Mechanical College</th>
<th>Sept 1873 First classes taught for 24 students on the Old Neil Farm; two miles north of Columbus</th>
<th>1878 Name changed to The Ohio State University</th>
<th>1879 First graduating class</th>
<th>Aug 2009 637,048 degrees granted</th>
<th>Present Nearly 500,000 living alumni all over the world</th>
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Learning Communities & Scholars Programs

Learning Communities are unique educational residential experiences that create learning opportunities both in the classroom and across campus. These communities feature connections to the classroom experience, intentional events and opportunities, dedicated staff, and have at least 25 students. These programs often travel to different communities throughout the United States and abroad as a part of their learning experience.

Learning Communities

- Alumnae Scholarship Housing (ASH) / Cooperative Scholarship Program
- Business Honors
- Engineering House
- Exploration
- First Year Collegian Program
- Food, Agriculture, & Environmental Sciences
- Future Health Professions
- Global Business
- Honors Housing
- International House
- John Glenn
- Nursing
- Pharmacy House
- Stadium Scholarship Program – Cooperative Scholarship Housing Option
- Recovery House
- Sophomore Learning and Involvement
- SUSTAINS
- Visual and Performing Arts
- Women in Engineering

Scholars Programs

- Advocates for Children and Education
- Architecture
- Arts Scholars
- Biological Sciences
- Business Scholars
- Environment and Natural Resources
- Green Engineering
- Health Sciences
- Humanitarian Engineering
- Humanities
- Innovation, Creativity and Entrepreneurship
- International Affairs
- Media, Market and Communication
- Mount Leadership Society
- Politics, Society and Law
- Sports and Wellness
- STEM Exploration and Engagement

Interesting Tid-Bits

- The dance department, housed in Sullivant Hall is one of the top ranked in the nation.
- The main library re-opened after an $80 – 100 million dollar renovation in Fall 2009.
- Script Ohio has been used for 74 years during football games. The first script Ohio was performed at a Michigan game in 1936.
- Between Lincoln and Morrill Tower, a 30,000 gallon oil tank is buried under the parking lot for extra fuel.
- It cost $8 per quarter to attend The Ohio State University in 1873. If you paid all three quarters in advance, you got five dollars back in the spring.
- For good luck, students stroke the face and nose of the bust of William Oxley. The bust is currently located as you walk into the Thompson Library.
- Before the days of plastic, the wood from buckeye trees was used to create artificial limbs for veterans of war.
- The original University Hall was everything: faculty lived on the 2nd floor, students lived on the 3rd, and there was even a chapel in the building.
- Hayes Hall was originally a living space for aviation cadets during WWII.
- In 1951, the presence of carbon monoxide and methane in the earth’s atmosphere was discovered through research at Ohio State.
- There are 6.25 miles of tunnels underneath the Columbus campus.
- There are over 1,000 restrooms on campus.
- Ohio State’s squirrels are friendly, possibly for hereditary reasons. In 1898, the trustees approved money for food to be placed in boxes around campus for the ancestors of today’s squirrels.
- Every Thursday during the academic year, the students of ROTC dress in uniform.
MISSION
The Office of Student Life fosters student learning and development, enhances the educational experience, and prepares students for their chosen professions and to be contributing members of a diverse society.

OUR COMMITMENTS TO STUDENT SUCCESS
Enhance learning environments • Provide support for transformational student experiences • Promote positive climates of diversity • Reinforce resource stewardship • Strengthen staff development and culture

VISION
CREATING THE EXTRAORDINARY STUDENT EXPERIENCE AT THE OHIO STATE UNIVERSITY

LIVING LIFE
We’re here to make sure all students get the most from their collegiate experience, especially while they are out of the classroom. Ohio State is a big place with many options for housing, dining, and other daily activities.

EXPERIENCING LIFE
We provide opportunities for students to broaden their personal scope, make connections, explore their world, and celebrate diversity.

SUCCEDING IN LIFE
Our team offers the resources students need to reach their individual, academic, and professional goals – now and in the future.

BEING WELL FOR LIFE
We take a ‘whole student’ approach to helping students be healthy and well, and facilitate lessons that last a lifetime.

Student Life Departments • Buckeye Careers • Buckeye Leadership Fellows • BuckID • Budget & Planning • Building & Mechanical Services • Career Connection • Center for the Study of Student Life • Counseling & Consultation Service Development • Dining Services • Disability Services • Energy Management & Sustainability • Environmental Services • Facility Services • Fiscal Service Center • Housing Administration • Human Resources • Marketing • Multicultural Center • Neighborhood Services & Collaboration • Off-Campus & Commuter Student • Engagement • Ohio Union • Parent, Family & Alumni Relations • Planning & Design • Recreational Sports • Residence Life • Risk & Emergency Management • Social Change • Special Events • Strategic Communications • Student Activities • Student Advocacy Center • Student Conduct • Student Health Insurance • Student Health Services • Student Life Graduate Assistantship Program • Student Life Orientation • Student Wellness Center • Technology Services

Affiliated Departments • The Blackwell Inn • Drake Performance and Event Center • The Fawcett Center • The Jerome Schottenstein Center

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OFFICE OF STUDENT LIFE
STRATEGIC PLAN 2013-2017

ENHANCE THE SECOND-YEAR EXPERIENCE

IMPLEMENT BUCKEYE CAREERS

PROVIDE INNOVATIVE PROGRAMS THAT PROMOTE SUSTAINED HEALTHY BEHAVIORS

INCREASE OPPORTUNITIES FOR STUDENTS TO BE CITIZENS IN A GLOBAL SOCIETY

ENHANCE LEADERSHIP, SERVICE, AND COMMUNITY ENGAGEMENT OPPORTUNITIES

EXPAND SUPPORT FOR STUDENTS LIVING IN THE UNIVERSITY DISTRICT COMMUNITY

ATTRACT AND RETAIN A TALENTED WORKFORCE

ACT AS A LEADER FOR SUSTAINABILITY FOR THE STATE OF OHIO

STRATEGICALLY GENERATE FUNDS TO ACHIEVE STUDENT LIFE VISION

INCREASE ADMINISTRATIVE EFFICIENCIES AND STREAMLINE PROCESSES

ENHANCE STUDENT LIFE'S INFLUENCE IN THE FIELD OF STUDENT AFFAIRS

TO VIEW THE COMPLETE STRATEGIC PLAN, VISIT STUDENTLIFE.OSU.EDU/RESOURCES

SUPPORTING OUR VISION: CREATING THE EXTRAORDINARY STUDENT EXPERIENCE

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