

Department of Residential Life



St. Cloud State University
Community. Leadership. Opportunity



Dear Assistant Residence Hall Director Candidate:

Thank you for your interest in the Assistant Hall Director position at St. Cloud State University! It's an exciting time to become part of the Residential Life team at St. Cloud State University. Our Residential Life program continues to grow in size and scope as we move forward with our facility renovation plans, with an eye towards the creation of intentional residential communities that are a foundation for an integrated student experience. As we grow and develop, one thing remains constant; the Residence Halls at SCSU are a vibrant part of the University Community. Our professional staff members are committed to providing high quality service to our students in support of their academic and personal success.

This publication is designed to provide you with information about the graduate level Assistant Hall Director position and the Department of Residential Life. We are the largest school within the Minnesota State College and University System. SCSU is located just one hour north of the Twin Cities Metro Area on the banks of the Mississippi River and the view is awesome!

We currently employ several full-time Graduate Students who serve in an Assistant Hall Director role within our department. Our Assistant Hall Directors are a talented group of individuals who contribute their individual skills to the benefit of our students and our residential community. Our goal is for our AHDs to have a well-rounded professional experience that will prepare them for the next step in their career.

We are proud of our high-quality housing program, and we encourage you to visit our website and become more familiar with us: www.stcloudstate.edu/reslife/. Please read through the information provided, and if you have further questions about this position, our contact information is provided. Thank you again for your interest.

Sincerely,



Jen Sell Matzke, Associate Director for
Staffing and Student Programs





Guiding Principles

Mission:

The Department of Residential Life works to provide a student centered dynamic living, learning environment that assists community members in achieving a successful academic career, attaining life skills, fostering leadership growth and development, and instilling socially just communities.

Vision:

Residential Life strives to be the heartbeat of community. We are essential to the development of engaged citizens and future leaders.

Our Department's core values are:

- Collaboration
- Inclusivity
- Innovation
- Learning
- Service

Student Life and Development

Outcomes

As Student Affairs professionals we seek to assist students to:

- Be globally-aware and support diversity.
- Be self-aware and strive for meaningful relationships.
- Be an engaged member of their various communities.
- Take full advantage of opportunities for learning.
- Explore leadership.
- Live a balanced and purposeful life.

The Department of Residential Life is one of 16 offices within the Division of Student Affairs at St. Cloud State University. www.stcloudstate.edu/sld

The Assistant Hall Director Position:

The Assistant Hall Director (AHD) serves an important leadership role in facilitating community development within a residential living environment and fulfilling the mission of the Department of Residential Life. Responsibilities include:

- Assisting with the supervision and training of undergraduate and graduate staff;
- Supervising the overall management of the residence hall front desk including a team of 8-10 desk attendants;
- Co-management of administrative functions within the hall and department;
- Implementation of educational initiatives and programs;
- Assisting with advising residence hall community council;
- Adjudicate low-level conduct cases and assist with administrating judicial paperwork.

Each Assistant Hall Director has the opportunity to foster their professional development through departmental committee assignments. Previous examples include involvement with the following committees:

- Social Justice and Diversity Committee
- Community Advisor Training and Development Committee
- Professional Staff Training and Development Committee
- Various staff recruitment and selection committees

We also offer the opportunity for successful graduate assistants to apply to serve as the Residence Hall Director of Lawrence Hall during their second year at SCSU. Lawrence Hall is home to our international community that houses approximately 98 residents from all over the world.

Working at SCSU

- The Assistant Hall Director position is a 10-month graduate assistantship with the opportunity for renewal for a second year.

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- Since the Assistant Hall Director position is a graduate assistantship, all AHDs must be enrolled in a graduate program at SCSU carrying 8-12* credits per semester prior to employment. For more information on graduate programs available visit: www.stcloudstate.edu/graduatestudies
- AHDs receive a graduate tuition remission for up to 8 credits (excluding fees, tuition waiver is considered taxable income) per semester (fall and spring).
- AHDs also receive an annual stipend of \$10,000 and a full meal plan which includes “Munch Money” (for use when campus dining is in operation).
- AHDs are provided a furnished suite within a residence hall. All suites have wireless internet access and basic cable, plus access to “channel 75” which is our campus movie channel run by students which shows first run movies prior to release on video.
- All Assistant Hall Directors are eligible to apply for up to \$250 in professional development funds annually.
- Additional employment opportunities may be available during summer months.
- AHDs receive reserved parking near their residence hall.
- SCSU is a member of the Association of Twin Cities College and University Housing Administrators (ATCCHA) which many of our ADs participate in. ATCCHA meets monthly to conduct business meetings and engage in a professional development topic/discussion.

What Do Current Members of Our Staff Have to Say About Working in Residential Life at SCSU? See For Yourself!

“In the short time I have worked at St. Cloud State University, I can honestly say I have grown as a professional. Not only are we challenged to be the best we can be, we are also provided opportunities to lead in our areas of interest. Just this past year I was able to propose a new living learning community that will be implemented next fall, planned a three day retreat to educate students on social justice issues, and helped students organize a campus-wide event to support breast cancer awareness. The staff is truly invested in our personal and professional growth, and setting us up for success in whatever career path we are interested in pursuing. I love working at St. Cloud State and cannot wait to see where my experience takes me!”



Darcy Haubrick

Residence Hall Director, Mitchell Hall

“I have had wonderful opportunities to learn and grow as both an individual and professional in Residential Life at St. Cloud State. I have received strong support from the professional staff and leadership team that really help drive strong relationships and personal connections to both staff and students. The Department is very focused and always looks towards those we serve, our students. I truly feel that we strive to live our mission everyday and become the “heartbeat of community.”



Tom “TK” Krueger, Jr.

Residence Hall Director, Shoemaker Hall

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“I love St. Cloud because of the wonderful people I get to work with. They really care about your professional development and how you grow as a person while working here. Working here has provided a very unique experience that I wouldn’t trade with anything else.”



Juquetta Brewer

Assistant Hall Director, Mitchell Hall

“When interviewing for St. Cloud State I knew it was the place for me because of the Department’s desire to implement the best practices within the housing field. My experience working here has only confirmed that this department is committed to the overall growth and success of its students and staff. My co-workers maintain the highest professionalism with their job yet manage to have fun with every task we complete. The student staff here are truly driven towards successfully providing the best housing experience we can at our University. I truly feel that we all strive towards completing the Department’s mission of being the heartbeat of community.”



Margaret Sykes

Residence Hall Director, W. W. Holes Hall

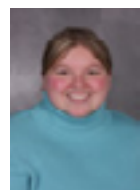
“Working for Residential Life at St. Cloud State has given me the opportunity to form great relationships with stellar professionals. I also have the opportunity to serve on departmental and divisional committees to help enhance not only my professional development, but to help our department and the overall university grow and flourish. It has truly been a great learning experience. GO HUSKIES!”



Mike Opoku

Residence Hall Director, Shoemaker Hall

“I knew SCSU was the fit for me as soon as I interviewed here. After arriving, I quickly learned two things: first, the Department of Residential Life at SCSU is unlike any other place I have worked for and second, SCSU is a GREAT place to call home. The staff at SCSU is truly dedicated, the supervisors are supportive yet challenging; and residents are at the center of every thought and process. Working at SCSU is wonderful!”



Sarah Vait

Residence Hall Director, Sherburne Hall