

Assistant Hall Director Reference Form

*Please return to Ann Nichols (ann.nichols@unh.edu) by 12/09/18.
To be completed by a current or past supervisor.*

Please be entirely candid and honest as you complete this form. This form is not shared directly with candidates. The AHD Job Description is also attached to the back of this document.

Candidate's Name:

1. Describe the leadership role this candidate currently plays with RAs on your staff.
2. Is this candidate consistently reliable with the administrative aspects of the job?
3. Has this candidate been able to effectively confront their peers when there has been a conflict?
4. What is your understanding of this candidate's motivation applying for this job?

Overall ranking of this candidate (check one):

- Definitely Hire (please explain)
- Hire with Reservations (please explain)
- Do not Recommend Hiring (please explain)

(turn over please)

Please circle the five adjectives that best describe this candidate. Put a square around any of the descriptors that do not apply at all for this person. Please elaborate in the section below.

- | | | |
|--------------|--------------|---------------------------|
| Assertive | Reserved | Attentive in meetings |
| Open minded | Enthusiastic | Inspiring to peers |
| Opinionated | Immature | Supportive |
| Methodical | Loyal | Innovative |
| Laid Back | Nervous | Risk Taker |
| Extraverted | Mature | Creative |
| Flexible | Autonomous | Passionate |
| Quiet | Confident | Hard Working |
| Talkative | Cautious | Passive |
| Funny | Independent | Great academic role model |
| Serious | Reliable | Over committed |
| Other: _____ | | |

ASSISTANT HALL DIRECTORS (AHDs)

The AHD position is a crucial part of our Residential Life system, in the four large halls Christensen, Williamson, Stoke, and Upper Quad. The AHDs assist the RHD with RA supervision, advising the hall council, staff training, student contact, and administrative responsibilities. AHDs will perform other duties as assigned. Expectations may change per supervisor and hall needs. Remuneration for the 20 hours a week position is a furnished apartment, meal plan, and \$3,500 to be paid throughout the course of the year.

AHD Expectations

General

- Fulfill your 20 hours per week requirement. Prioritize your tasks and balance your time.
- Meet with your supervisor one-on-one each week to discuss any concerns, RA supervision, hall council, and other issues.
- Attend centralized AHD training sessions.
- Talk with your RHD about what role you wish to take, how you can challenge yourself in your AHD position, and how you can create the type of experience you really want.
- Complete all tasks in a timely manner. Meet expectations and perform at a high level.
- Be available and visible for your RAs and students.
- Remember that academics take first priority. Maintain your academic success!
- Always keep in mind the four educational focus areas (social justice, involvement, academic identity, and healthy living) when working with students and programming.
- Maintain a positive attitude.
- Be supportive of the staff.
- Maintain confidentiality where necessary.
- Be honest. If you have an issue or concern with something that has been done or said in your hall or in the department, please talk with your supervisor or a central staff person about it!
- Talk with your RHD about what you expect from them as a supervisor.
- Have FUN and maintain a sense of humor!

RA Supervision

- Supervise four or five RAs in daily tasks as well as their overall development in the RA position.
- Hold staff accountable for behavior and for meeting expectations. Document situations in which RAs do not meet expectations and provide feedback.
- Evaluate RAs both formally and informally throughout the year.
- Schedule bi-weekly or weekly (depending on what you and your supervisor decide) meetings with RAs.
- Keep your RHD informed on daily/weekly happenings of your RAs.
- Attend a portion of the social and educational programs/activities on the floors of RAs you supervise in order to observe them in action and be supportive of their efforts.

Staff Enrichments

- Assist with staff training.
- Facilitate enrichment activities in staff meetings as discussed with your RHD.

Individual Contact With Residents

- Assist RAs in meeting expectations in this area.
- Be familiar with students on the floors of the RAs you supervise, particularly those that have been identified as high risk (struggling to make the transition to college, roommate conflicts, struggling academically etc.).

Curriculum Programming/Community Development

- Assist RAs in meeting expectations in this area.
- Assess hall and floor needs with your RA staff.
- Oversee/assist in the planning of weekly socials by your RA staff.
- Encourage high quality passive programming efforts of your RAs (e.g., bulletin boards, getting information for newsletter).
- Evaluate programming efforts and initiatives of your RAs. Hold RAs accountable for programming expectations that have been set by the Hall Director.
- Assist in the implementation of hall events.
- Be present at hall programs.

Hall Council

- Meet with hall council officers weekly.
- Attend all hall council general body meetings.
- Assist with the planning of hall council events. Attend all events.
- Assess training needs of the hall council. Establish training if needed.
- Provide leadership skills for hall council.
- Oversee the budget of hall council in coordination with the RHD.
- Encourage and motivate hall council to plan at least one event each month.
- Be prepared to discuss hall council with your RHD during one on ones.
- Make sure that hall council adheres to all policies and procedures set forth by the MUB and by Residential Life.
- Oversee hall council officers attend all mandatory MUB meetings as it pertains to the recognition of hall council.

Conduct

- Assist RAs with confronting situations and documenting incidents.
- Assist RA staff in utilizing StarRez to complete intake forms.
- Confront policy violations you become aware of.
- Adjudicate minor conduct situations as assigned by your RHD.
- Report all crimes immediately to the police as required by the Clery Act.

Administrative

- Assist with check in and check out of residents as well as regular closings and openings throughout the year. Be prepared to arrive early and stay late during breaks.
- Assist RA staff with entering all facilities concerns into StarRez.
- Assist RHD with maintaining records of facilities concerns and contact with HF&O.
- Assist with the room selection process.
- Assist the promotion, recruitment, and supervision of Wildcat Welcome Crew.
- Schedule and update the RA duty rotation.
- Participate in applicable online trainings.
- Attend all AHD trainings.

Team Membership

- Behave in an ethical and professional manner.
- Respond effectively to feedback.
- Demonstrate an active commitment to group processing.

- Offer meaningful feedback to peers in group settings.
- Offer support to team members when appropriate.