



STUDENT
AFFAIRS

Housing & Residence Life
Fraternity & Sorority Life

**Graduate Hall Director for Fraternity & Sorority Life and Housing & Residence Life: Graduate Assistant for Educational Discipline
(Ten-month position)
Texas Christian University**

OVERVIEW

Fraternity & Sorority Life Mission

TCU fraternities and sororities complement students' academic experiences by providing personal and professional development. Members creating meaningful intergenerational relationships, adopt shared values, and develop skills needed to become leaders in a global community.

Housing & Residence Life Mission

Our mission is to empower students to develop authentic relationships and inclusive communities within an exceptional residential experience

Graduate Assistants in Fraternity and Sorority Life (FSL) are involved in almost all facets of the office. Students will take responsibility for office projects, oversee and maintain a Fraternity or Sorority Residence Hall, supervise FSL Resident Assistants, serve as a chapter coach for several organizations, adjudicate conduct cases, and take on additional responsibilities dependent upon specific interests.

Graduate Assistants in Housing & Residence Life focus on developing meaningful opportunities for on-campus students to learn about positive, responsible decision-making. The Graduate Assistant will gain experience with educational discipline, student group advising, curriculum development, and facilitation. The primary responsibilities for this role will be oversight of the Peer Conduct Board and the Educational Sanction Class. This position is directly supervised by an assigned Hall Director and indirectly supervised by David Cooper, Associate Director of HRL.

GRADUATE LEARNING OUTCOMES

- Apply student development and leadership theory to practical, outcomes-based programs
- Develop an understanding of several functional areas within student affairs and their multi-disciplinary nature
- Enhance critical thinking, communication, small group facilitation, teamwork, leadership, and advising skills
- Demonstrate active listening, empathy, integrity, and compassion in interactions with others
- Learn how to work as a professional member of a team and how to maximize collaborative efforts
- Gain leadership and facilitation skills supervising student staff and managing a residential facility

RESPONSIBILITIES / OPPORTUNITIES

The Fraternity and Sorority Graduate Hall Director and Graduate Assistant for Educational Discipline is responsible for complimenting the student academic experience and embodying the TCU mission of educating individuals to think and act as ethical leaders and responsible citizens in the global community. The Graduate Hall Director is a dualistic position that involves roughly 10 hours per week working in a Hall Director capacity within the Fraternity and Sorority Residence Halls as well as roughly 10 hours per week in the Housing & Residence Life office on campus.

This position requires 20 hours a week, but students are actively encouraged to seek out additional opportunities to augment their in-class experiences with other practical experiences. This position regularly involves evening, weekend, and on-call work.

The GA is responsible for assisting with the following, to include, but not limited to:

Graduate Hall Director (10 Hours Per/Week)

- Serve as a Hall Director for up to three Fraternity or Sorority chapters in our Worth Hills Village
- Mentor, professionally develop and advise up to six FSL Resident Assistants
- Oversee community development and resident engagement within a Fraternity or Sorority Residence Hall
- Assist Chapter Resident Assistants in development of residential programming expectations and execution
- Facilitate bi-monthly curriculum driven staff meetings with FSL Resident Assistants
- Adjudicate residential conduct cases including alcohol violations, community standards violations, and community safety violations
- Serve in an on-call rotation primarily for Fraternity and Sorority Housing with auxiliary support to Housing and Residence Life staff
- Attend weekly Hall Director and Fraternity and Sorority Staff meetings to discuss and address challenges as they arise
- Serve as a chapter coach for a fraternity/sorority

Graduate Assistant for Educational Discipline (10 Hours Per/Week)

Peer Conduct Board

- Interview, select, and facilitate trainings for board members
- Review applications for PCB appeals
- Meet with each PCB member twice per semester through 1:1s

Academic Advising

- Conduct monthly meetings with Resident Assistants on academic probation
- Conduct individual academic skill consultations with students on the unsatisfactory grade list on a referral basis
- Create and facilitate group workshops on a variety of college success strategies
- Connect students with available tutors
- Develop a plan to bring tutors into residential communities
- Meet with students one-on-one to assist with time management skills and track academic progress

Educational Sanction Class

- Assess the curriculum to determine opportunities for growth and development
- Reserve meeting spaces for classes
- Communicate with all assigned students and HD instructors
- Assist with the facilitation of classes
- Develop an instructor guide/manual

Educational Conduct Process

- Case Management
- Hear and make determinations on student cases as needed.
- Utilize Maxient to manage student files and communicate with students