

Residence Life, Housing and Dining Services

Hall Staff Recruitment FAQs

1. What can I expect a typical work week to look like?

Hall Directors:

The Missouri State campus work week is 8:00 a.m. to 5:00 p.m.; however, Hall Directors have a scheduled work week of Monday through Friday from 9:00 a.m. to 5:00 p.m. to accommodate for evening and weekend responsibilities. During the day, you will have staff meetings and professional development opportunities that you can attend with the Department and the Division. While in the office, you will have one-on-one meetings with Resident Assistants and other students, hold conduct meetings, talk with students, and work with building staff on creating community.

Graduate Assistants:

As an Assistant Hall Director, you might help supervise the front desk, or you might have a weekly hall council executive board meeting along with one-on-one meetings with the executive board members. Depending on the week, you might also attend a hall council program and/or general assembly meeting. Graduate Assistants are required to hold 5 structured office hours per week. During those hours you check and respond to emails and may have some conduct cases to hear. Assistant Coordinators' schedules will vary depending on their functional area. Since our Graduate Assistants are full-time students, you will typically have classes three nights a week, which usually begin around 4:00 p.m. and end around 6:50 p.m.

All Hall Staff Members:

Meetings which involve all student staff leaders are on Wednesdays from 4:00 p.m. to 6:00 p.m. Hall Directors and Graduate Assistants will also serve approximately 13 weekdays and 2 weekends on Area Coverage per semester. Our Department holds an all-staff meeting on Tuesdays from 10:00 a.m. to noon. Additionally, Departmental committees meet for one hour each week as scheduled by the committee members.

2. What opportunities exist for advising?

Assistant Hall Directors receive hands-on experience by advising the hall council of their residence hall. AHDs receive guidance from their supervisor, the Hall Director, and from the Coordinator of Leadership Development and Programming. Advising the hall council offers exceptional experience in working with student leaders, and planning small and large-scale events. Assistant Coordinators may also gain experience with advising in their positions and will work with their supervisors to gain this experience. There are opportunities to be an advisor for conference delegations for groups within the Department.

3. Are there opportunities for committee participation within the Department? If so, what committees exist?

There are several committees within the Department in which staff members participate. Student Leader Training, Student Staff Selection, Hall Staff Recruitment, Diversity, and Sustainability are some examples of committee opportunities that exist within Residence Life, Housing and Dining Services. Hall Directors will serve as chair to these committees, while Graduate Assistants serve on a committee as well. Additional opportunities exist with the Tunnel of Oppression program.

4. As a new staff member at Missouri State, what sort of orientation can I expect?

As a new staff member, you will have an opportunity to get acquainted with campus, your coworkers, and the Springfield Community before you welcome your student staff/student leaders. During training, you will learn Departmental operations and procedures that will be necessary in your role. Hall Director training begins in mid-July with focus areas including: supervision, community development, conduct and policies, facilities management, budgeting, staff unity, and more. Graduate Assistants join training shortly after to plan for the upcoming year and to learn strategies for advising their student organizations. Both training sessions are followed by student leader training, which begins in early August. However, no amount of training can ever really make someone feel fully prepared, which is why we work together through the year.

5. What support is there for professional development and tuition remission? Are there other financial perks?

All staff members receive support for professional development including funding, which can be spent on conference attendance, association membership, and books and other resources relevant to your position. All full-time University employees receive several benefits: health and dental insurance; life insurance; retirement planning; 15 credit-hour remission; \$150 waiver which our staff has used to take Zumba classes, attend Weight Watchers meetings, and be certified in CPR/AED/First Aid; etc. See the Human Resources page for a full description of fringe benefits: <http://www.missouristate.edu/human/3666.htm>.

6. How does budgeting work in the Department and what is the process for making purchases?

Budgeting in the Department is very user-friendly. Each building has several primary fund accounts, each with a specific purpose. The Residence Life advisor of each organization has a fund with which they work directly. This fund is for programming and supplies that are decided upon by organization members. The next fund is the RA programming fund, which is used exclusively for RA programming. Additional funds exist for recognition of student staff members, staff retreats, fall and spring opening, office supplies, and professional development. To make a purchase, hall staff members receive a procurement card. Students request money by using a Programming Fund Request Form to outline their purchase proposal. This form, which is submitted to the students' supervisor, will then be used by the supervisors to make purchases using a "P-Card" or the student will be given a Purchase Order to be used at a local grocery store.

7. What are the staff's apartments like?

Live-in/on staff members receive either a one or two-bedroom furnished apartment with one bathroom, a full kitchen, and living area. All staff members have access to private washing machine/dryers, and many apartments are equipped with dish washers and in-sink garbage disposals. All staff apartments are also provided with cable TV, internet access, and a landline phone. All apartments are maintained by the Department's maintenance workers, and staff members are able to enter work orders when there are concerns in their private space.

8. What is your domestic partnership policy for live-in/on staff?

Missouri State is more than welcoming and accommodating of the partners and children of live-in/on staff members. It is the practice of our Department to allow staff members to have any individual live with them so long as there is no financial gain for the staff member. Past staff members have had partners, relatives, and even friends as roommates. Staff members' partners are provided with a campus ID, meal plan, and the option to purchase a reserved parking spot on-campus.

9. Is a board plan provided? If so, what are my dining options?

Live-in/on staff members receive 19 meals per week and \$150.00 in BoomerMeals per semester. Individuals with live-in partners/children will also receive a meal plan of 19 meals per week. Garst (located between Hammons House and Hutchens House), Blair-Shannon, and Kentwood are the three on-campus dining centers where meal plans are accepted. BoomerMeals can be used in the dining centers or in the Plaster Student Union food court, featuring Chick-fil-a, Subway, Panda Express, Starbucks, Grill Nation, Burrito Bowl, Papa John's, and the Union Club.

10. What is the Department's pet policy?

Live-in/on staff members may have fish in a 20-gallon tank; hall staff members are asked to follow the same policy as residents.

11. What about parking?

Each live-in/on staff member will have the option to receive a designated parking spot on-campus. These parking spots are for staff use only.

12. What is Springfield like?

Springfield is a gem of city! It is the third largest city in Missouri and it has all of the amenities of a large city, but with the feel of a small town. For shopping, there are plenty of options including a large mall as well as plenty of locally-owned businesses. The food and nightlife options are plenty. There is every type of chain restaurant you could ask for, but where Springfield thrives is with its locally owned restaurants. The downtown area has so many food options with cuisines including Italian, Asian-fusion, Mexican, Sushi, Pizza, and American – it is hard to visit every one of them! There are also plenty of options for the nature lover with two city parks within walking distance from campus and plenty of other parks in the area equipped with caves and lakes. There is also a large nature conservancy on the south side of town. To learn more about events check out this link:

<http://www.springfieldmo.gov/home/home.jsp#page=page-1>

13. What are my options for traveling to and from Springfield?

The Springfield-Branson National Airport is located a short 15-minute drive from campus and it is the common traveling option for staff members wishing to fly. Springfield is located within four hours from the St. Louis and Kansas City International Airports as well. Springfield also has a Greyhound Bus Station, offering connections to anywhere in the U.S. If you are looking to drive to Springfield, the Ozark mountain area offers several scenic routes! More information on traveling to/from Springfield can be found on the Missouri State University website at

<http://www.missouristate.edu/visitors/>.

14. If I am invited to campus for an interview, how are travel expenses handled?

Hall Director:

Once you have received an invitation to interview with us, we will work with you to select dates for the interview and our travel agency will offer choices for arrivals and departures. Missouri State University covers all travel expenses for Hall Director candidates.

Graduate Assistants:

Once you have received an invitation to come to campus, we will work with you on dates for the interview. Graduate Assistant candidates will speak with the Assistant Director to talk through options for their travel and will have the opportunity to select their own travel arrangements. Missouri State University will reimburse GA candidates up to \$225 for on-campus travel expenses.

All Candidates:

We will either have you stay in our on-campus guest housing or at a nearby hotel at no cost to you. Our on-campus guest housing is a hotel like accommodation, which includes access to wireless internet and free parking. If you fly into SGF or come via bus, we will provide transportation to and from campus. If you drive, we will reimburse \$.37 per mile. Also, all of your meals are provided during your stay, but not meals you consume on the trip to and from Missouri State's campus.

15. What does your recruitment process look like?

Hall Director:

If you are a Hall Director candidate, you may interview with us at the Oshkosh Placement Exchange or The Placement Exchange. To be considered as a candidate all applicants must [apply](#) through our HR website; search jobs for "Residence Hall Director" to apply once the job posts. We do not always have confirmed openings for the Hall Director position.

Graduate Assistants:

If you are a Graduate Assistant candidate, you will apply directly to our Associate Director, Dr. Denise Baumann. You may interview with us at the Oshkosh Placement Exchange or go through the Student Affairs in Higher Education's [Graduate Recruitment Weekend](#). Once these processes have been completed, on-campus interviews will be offered.