

**Internship Details**

College or University:  
The Juilliard School

Office:  
Office of Residence Life

Internship Position Title:  
Graduate Hall Director

Hours per Week:  
20 hours/week

**Remuneration for Full Academic Year:**

This position currently receives a \$16,720 stipend, housing, a partial meal plan, and monthly laundry allowance. Housing will be in a private bedroom within an all-gender suite in the residence hall shared with two other Graduate Assistants. The suite includes 2 baths and a kitchen, utilities, and internet service. The GA will have access to the fitness center, free tickets to most Juilliard performances, and other amenities. Limited professional development is available. Additional payment is provided for on-call coverage for winter break, which is covered and scheduled by the Graduate Assistants. Additional employment is permitted. Please consult your direct supervisor before committing to employment outside The Juilliard School.

Internship Start Date:  
August 4, 2024

Internship End Date:  
May 25, 2025

Can this internship be done remotely? (state yes or no)

No

**Does the posting depend on funding decisions that will be made later in the year (state yes or no):**

No

**Supervisor Details**

Supervisor Name/s:  
Suesue Eldanaf

Supervisor Title:  
Associate Director of Residence Life  
Supervisor Phone:  
(212)799-5000 ext 7401

Supervisor E-mail:  
[seldanaf@juilliard.edu](mailto:seldanaf@juilliard.edu)

Supervisor Office Location:  
165 W 65<sup>th</sup> St New York, NY 10023 (Floor 11)

Department Website:  
<https://www.juilliard.edu/campus-life/living-nyc/office-housing-and-residence-life>

## Information for Individuals Students Should Send Application To

Name 1:

Suesue Eldanaf

E-mail 1:

[seldanaf@juilliard.edu](mailto:seldanaf@juilliard.edu)

Name 2:

E-mail 2:

Name 3:

E-mail 3:

## Job Description and Duties:

### Residential Education Responsibilities

- Directly supervises 11 Resident Assistants and assists the Associate Director with recruitment, training, discipline, and evaluation of student staff.
- Conducts bi-weekly one-on-one meetings with each RA and keeps notes on progress (weekly for first month).
- Facilitates staff meetings with RAs, create agendas for staff meetings starting Spring semester.
- Assist in developing, coordinating, and facilitating seasonal training for student staff members.
- Review and evaluate RA programs, including program proposals and evaluations.
- Coordinate and lead one large-scale program for the residential community per semester.
- Work with the Associate Director as the event lead for planning & coordinating the Welcome Back event(s) during New Student Orientation and other signature programs and events.
- Assist with the designing and implementing of programs and special initiatives.
- Serve as a hearing officer for low-level policy violations.
- Serve as a Student Engagement Team (SET) member and attend SET meetings.
- Support the Associate Director with projects related to the development and maintenance of a residential curriculum.
- Assist with oversight of administrative duties (e.g., overnight guest registration, faculty suite process, respond to inquiries sent to general residence life inbox, answer main office line, etc)
- Collaborate with other Graduate Assistants in leading student leadership group process.
- Assist with evening and weekend programs, as needed.

### Administrative Responsibilities

- Assist the Office of Residence Life and Office of Student Affairs with opening, orientation, break periods (I.e. Fall Recess, Winter Break, and Spring Break) Spring closing, and other operational functions required for semesterly turnover.
- Work with the Resident Assistant staff in creating and publishing the Resident Assistant duty calendar.
- Supervise all duty changes on the duty calendar. Ensure that the duty calendar is always up-to-date.
- Assist the Director of Residence Life and Associate Director of Residence Life with the operation of student and faculty/guest artist housing.
- Assist the Associate Director and Director in maintaining all residence hall keys and associated documentation (key logs and database audits) at the opening and closing of each superyear and at regular intervals throughout the year.
- Assist in the room change process by communicating with RAs any room changes, overseeing key distribution and collection, and ensuring room condition reports have been completed and documenting any damages.
- Reconcile RA purchases and budget for the academic year.
- Provide support and collaborate on special projects and opportunities as needed.

### On-Call Responsibilities

- Serve in an on-call duty rotation with two other graduate assistants, providing after-hours emergency response to the Juilliard community during the academic year, including School closures, breaks, and holidays.
- Respond to student and facility incidents and emergencies in consultation with the on-call professional staff and relevant Lincoln Center and Juilliard personnel.
- Report to incident scenes in a timely manner to assess, supervise, and act in response to incidents and emergencies per established policies.
- Ensure accurate incident reports are submitted promptly.
- Supervise, observe, and inspect residence hall areas while on duty.
- Support the Resident Assistants.
- Work with the on-call professional staff members to appropriately refer students to partner offices for additional support.
- Consistently enforce school and residence hall regulations through education, incident response, and role modeling appropriate behavior.

**Additional Information:**

The Graduate Hall Director position is a ten-month position (August 4, 2024 – May 25, 2025). Employee breaks and holidays are given following the Juilliard academic and staff holiday calendars. Adjustments may be made for special circumstances. Travel and time away from school depend on work commitments, the on-call rotation schedule, holidays, and school breaks. Prior communication with and approval by supervisor is required.