

Hall Hub Assistant

2025 - 2026 Position Description

Department of Residence Life | University of Wisconsin – River Falls

UNIVERSITY OF WISCONSIN

River Falls
RESIDENCE LIFE

Title: Hall Hub Assistant (HHA)

Department: Residence Life

Reports to: Area Coordinator

Appointment: January 22nd, 2025 @ 9:00 am through May 14th, 2025 @ 7:00 pm.

Remuneration: HHAs are compensated \$9.00 per hour for no more than 25 hours per week of on-campus employment.

Hours of Operation: 4:00 pm - 7:00 pm, Monday - Sunday (RA's will cover the Hall Hubs from 7:00 pm - 9:00pm as part of on-duty responsibilities.)

Required Dates

It is expected that Hall Hub Assistants will be available and present during the required dates listed below. Hall Hub Assistants who miss required dates may be removed from the position.

- **Hall Hub Assistant Training (Spring 2025):** Wednesday, January 22nd, 2025

Residence halls are open during academic breaks and there are Hall Hub shifts available. Therefore, Hall Hub Assistants have opportunities to work shifts over breaks.

- **Spring Break:** Hall Hub Assistants may volunteer to work shifts during Spring Break. If there are more interest than shifts available, the supervisor will try to determine the most appropriate way to schedule the shifts.

Responsibilities

The Hall Hub Assistant is a student-staff member of the Department of Residence Life. The Hall Hub Assistant works specifically to develop and enhance community for residents of an assigned building through working the Hall Hubs. Hall Hub Assistants are expected to engage with residents to create an open, inclusive, and supportive community. Hall Hub Assistants should remain available and accessible to residents during their scheduled shift.

This list is not meant to be a comprehensive list of job responsibilities, there will be situations and circumstances that arise which will require staff to perform other duties as assigned.

Community Development:

- Actively build relationships with the residents in assigned community by offering opportunities for residents to engage with the Hall Hub. This could include but not limited to offering trivia questions, having candy bowls stocked, and playing appropriate music to provide an open and inviting space.
- Develop a sense of community by fostering social engagement.
- Support the University's educational mission and value for diversity by creating an inclusive environment for all Residence Life students, staff, guests, and partners.
- Be visible and available to residents for questions, conversations, or other interactions.

Residence Life Staff Collaboration:

- Communicate effectively with building RAs, CAs, ACs, or the Residence Life Department as it relates to the needs of the Hall Hub or for additional support to residents.
- Report policy violations or concerns to the hall staff of the building or to the Department of Residence Life.

Hall Hub Operations and Management:

- Attend all trainings, shifts, scheduling, and meetings as requested by the supervisor.
- Work assigned desk shifts. On-campus employment should total no more than 25 hours per week.
- Accurately track hours and submit timecards.
- Properly check-in and check-out hall supplies to residents as requested.
- Keep an accurate inventory of Hall Hub supplies.

- F. Support residents by answering questions or connecting them with an appropriate campus resource.
- G. Inform supervisor or needed staff members of important updates.
- H. Complete additional administrative assignments by the deadline set by your supervisor.
- I. May assist in check-ins, check-outs, mail sorting, room-moves, or other administrative responsibilities.

Leadership

- A. Actively support other members of the staff and established community expectations.
- B. Role model positive behavior to residents and peers regarding academics, University and departmental policies, and interpersonal skills.
- C. Uphold the Department's commitment to diversity and inclusion, and commitment to customer service.

Customer Service

- A. Actively support other members of the staff and established community expectations.
- B. Role model positive behavior to residents and peers regarding academics, University and departmental policies, and interpersonal skills.
- C. Uphold the Department's commitment to diversity and inclusion, and commitment to customer service.

Qualifications and Conditions of Employment

- Must be a student at the University of Wisconsin-River Falls.
- Must be in good standing, not being on residence hall or university disciplinary probation.
- Minimum cumulative GPA 2.00 before and during employment. If a Hall Hub Assistant's cumulative GPA falls below a 2.00, it may result in termination from the position. Upon starting the position, if a Hall Hub Assistant has a semester GPA below 2.00 (but maintains a cumulative GPA above 2.00) they will be placed on Residence Life Academic Probation for the term of one semester. If the Hall Hub Assistant fails to raise their next semester GPA to a 2.00, it may result in termination from the position.
- Must be able to attend staff meetings, complete all training sessions, and be present during required dates.
- Prior to and during employment, Hall Hub Assistants are expected to serve as positive role models for residents. Hall Hub Assistants are expected to follow residence hall and University policies, as well as state and federal laws. This expectation applies throughout the period of employment.
- Prior to employment, any offer is contingent on passing the background check.
- The Hall Hub position is preferably a full academic year appointment. Preference may be given to candidates who are able to work the full academic year.
- The Hall Hub Assistant position requires responsibilities of entering campus residence halls, some of which do not have elevators. The position also requires infrequent lifting of items of 25lbs.

Termination/Resignation

The following behaviors, if committed by a Hall Hub Assistant, are considered serious enough to warrant conduct referral, disciplinary action, and/or termination from the Hall Hub Assistant position. Please note that this is not a comprehensive list. If a Hall Hub Assistant is allegedly involved in a violation of Residence Hall and/or University policy, the Hall Hub Assistant as a student is also subject to adjudication through the conduct process of the University.

- Violation of Residence Life and/or University policies and regulations.
- Behavior resulting in a felony conviction.
- Behavior resulting in a misdemeanor conviction that casts reasonable doubt on the likelihood of satisfactory job performance.
- Acts of negligence, depraved indifference, and/or incompetence that cast reasonable doubt on the likelihood of job performance or endanger the safety of a student.
- Misuse of card access.
- Refusal to comply with reasonable, legitimate, and specific direction with regard to responsibilities expressed or implied in the job description.
- Behavior that can be reasonably considered to be seriously damaging to the ability of the University to meet its contractual responsibilities including but not limited to; lying, interference with University job performance, etc.
- The use of alcohol or other drugs which violates any Residence Hall/University and/or State policies.

Any violations of the above guidelines will warrant consideration for a formal job performance review or immediate dismissal from the position and cancellation of all benefits of employment.

Upon conclusion of employment, all benefits are ended, and the Hall Hub Assistant must return all job-related items to the supervisor. Hall Hub Assistants are expected to honor the terms and conditions of the residence hall contract they may have signed despite no longer being employed by the Department of Residence Life.

Appeals

A Hall Hub Assistant who wishes to appeal their termination must submit a notice to appeal within 24 hours of termination. Termination due to academic standing is not a reason to appeal. Upon receipt of the notification, the Director of Residence Life for Community and Student Development, or designee, will schedule a meeting with the appealing staff member to review the circumstances surrounding termination.