

## 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:** Assistant Directors

**Appointment:** August 28th, 2025 @ 9:00 am through May 15<sup>th</sup>, 2026 @ 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 - 11:00 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 (Fall 2025):** Thursday, August 28<sup>th</sup>, 2025
- **Hall Hub Assistant Training (Spring 2026):** TBD but likely to be during the week of spring semester starting.

#### **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.
- Support residents by answering questions or connecting them with an appropriate campus resource.
- Inform supervisor or needed staff members of important updates.
- Complete additional administrative assignments by the deadline set by your supervisor.
- 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.