Graduate Resident Director
Georgia Southern University
Residence Education Team within University Housing
2018-2019

General Description: A Graduate Resident Director (GRD) in University Housing is a Graduate Assistant staff member. The GRD will work in a residence hall to which it is principally assigned, but may also assist with the administration of a partnered residence hall, often located in the same residential complex. The GRD will directly supervise up to 10 Resident Advisors (RA), assist with training, provide indirect supervision of the entire RA staff, and evaluate its direct reports. Additionally, the GRD may manage the Desk Assistants (DA) who staff the front/area desk within the assigned residential complex. The GRD is also responsible for supporting Residential Curriculum events in each hall. The GRD ensures the creation of an environment that is conducive to the academic and personal growth of each resident while remaining consistent with the goals and objectives of Georgia Southern University. The GRD is supervised by a full-time staff member within Residence Education.

Job Specifications/Qualifications
• Prior residence hall/student services experience is strongly preferred.
• Ability to work with diverse populations.
• As a graduate student enrolled in academic classes at Georgia Southern, Graduate Resident Directors must be enrolled as a full time student each semester and maintain a 3.0 GPA in order to qualify for a graduate assistantship. Graduate Resident Directors must take at least 9 hours a semester. They can be enrolled in any program with the College of Graduate Studies, but higher-education-related fields are preferred.
• Work week for this position averages 20-25 hours.
• Commitment to student learning, celebration of diversity, and raising social awareness.
• Applicant should have demonstrated skills in the following, highly preferred areas: leadership, supervision, crisis intervention, group dynamics, flexibility, professionalism, and programming in a residence hall setting.
• A strong desire to work with college students in a residence hall environment.
• As the position is considered the Graduate Resident Director’s primary non-academic activity, GRDs may not accept other employment. A GRD may not have a significant responsibility in an extracurricular activity. Please discuss outside involvement with your supervisor at the beginning of each semester to assess appropriateness.
• Ability to physically lift 25 pounds and respond to emergencies in on-campus residence halls.
• Service in the first-tier on-call crisis response duty rotation will occur multiple times each semester.
• Must successfully complete background investigation.

Remuneration: The GRD appointment is 10 months (August to May). Salary for the position is $7,750/year which is paid on a monthly basis. Graduate Assistants (who are unconditionally accepted into graduate school) receive a tuition waiver of the standard in-state and out-of-state tuition but must pay a reduced matriculation fee of $25 per semester along with all assessed University and Technology fees. Some programs are approved to charge a premium tuition rate that is not covered by the standard tuition waiver. This position is classified as a Graduate Assistantship, so standard employee benefits are not provided. The GRD will report to campus for training two to three (2-3) weeks in advance of the beginning of the Assistantship’s formal start date. The GRD will receive additional pay (determined by the length of time required) for this training period. As living in a residence hall is required, a furnished apartment (valued at $450/month) is provided at no additional cost. All utilities are provided with the exception of long distance telephone. The GRD apartment is available to the staff member for the academic year (beginning with staff training in July through mid-May, following hall closing). Exceptions may be made for staff returning to a position for their second academic year to have access to their apartment year round.

Duties and Responsibilities: The Graduate Resident Director is administratively responsible to and supervised by a professional staff member within Residence Education. The GRD will maintain a level of confidentiality, professionalism, and equality at all times. The GRD completes 20-25 hours a week through regular office hours, weekly check-ins with their direct supervisor, and some nighttime or weekend requirements as the GRD class schedule allows.

Additional Responsibilities include but are not limited to:

A. Community and Student Development: The Graduate Resident Director is expected to promote an atmosphere conducive to individual and group development through programming, counseling, and other student development activities. The academic
success and personal growth of each resident is the ultimate goal in every residence hall environment. In achieving this goal, the GRD is expected to:

- Assist in the creation of a positive and academically supportive environment in assigned residence hall(s).
- Support the University Housing Residential Curriculum as assigned by an Assistant Director and the GRD’s direct supervisor.
- Support residence hall activities by both personal attendance and participation in the residence hall(s), as assigned.
- Maintain an attitude of sincere interest in the residents, and actively listen with concern and support.
- Be aware of and assist students who become ill, enter into crisis, or encounter any other emergency situation.
- Assist students (within one’s skill level) with academic, housing-related, and personal concerns, making appropriate referrals when needed.
- Maintain a high level of contact with residents.

B. Staff Supervision and Development: The Graduate Resident Director will directly supervise up to 10 Resident Advisors (RA), assist with training, provide indirect supervision of the entire RA staff, and evaluate the GRD’s direct reports. This will include direct supervision of the RAs in the assigned residence hall as well as the indirect supervision of any partnered residence hall RA staff. Additionally, they may manage the Desk Assistants who staff the front desk of the assigned residential complex. The GRD is expected to perform the following duties as they relate to student staff:

Resident Advisors:
- Assist in the selection and training of all student staff.
- Provide personal, academic, and leadership development on a regular basis.
- Provide direct supervision of up to 10 Resident Advisor staff members. Serve as the indirect supervisor for the residential complex when the partnered staff is unavailable for the entire RA staff.
- Maintain a detailed record of both accomplishments and concerns about each Resident Advisor staff member and administer periodic evaluations of all RA staff.
- Communicate regularly with supervisor regarding any concerns or other important information related to RA staff members.
- Coordinate weekly staff meetings and hold supervision meetings with each RA twice a month.
- Perform any other duties as requested by your supervisor which relates to staff supervision.

C. Residence Hall Front Desk/Area Office Management: The Graduate Resident Director may manage the front desk of the assigned residential complex and serve as an on-site supervisor for the Desk Assistant staff.

Desk Assistants:
- Provide on-site supervision including providing positive feedback and constructive critique to improve customer service and task skills. Maintain detailed records of feedback about each Desk Assistant to be used in the rehiring process. Share this information with the Graduate Assistant who oversees Community Desks and/or appropriate Assistant Director as needed.
- The GACD is responsible for hiring, training, scheduling, and evaluating all Desk Assistant staff. The Graduate Resident Director will work in cooperation with the GACD to address any concerns at the desk and provide feedback to the GACD for Desk Assistant evaluations.
- Provide tasks and direction to Desk Assistant staff as needed.
- Communicate regularly with your supervisor and the GACD regarding the operation of the front desk, sharing any concerns or other important information.

D. Residence Hall Administration: The Graduate Resident Director is expected to assist in the smooth operation of the residence hall in a manner consistent with the administrative needs of University Housing. Expectations of the GRD may include:

- Being available for extended workdays, weekend responsibilities, and emergencies.
- Opening and close the residence hall each semester.
- Serving in the first-tier on-call crisis response duty rotation.
- Coordinate fire and tornado drills each semester.
- Act as a liaison with maintenance, housekeeping, and other facility personnel by reporting needed repairs, damages, and improvements on a daily and/or as-needed basis.
- Check mail and other correspondences on a daily basis in the Residence Education office.
- Submit a weekly report to his/her supervisor.
- Manage the hall budgets as assigned. This includes following all procedures and policies related to handling of the building budgets. These policies and procedures are outlined in the Financial Procedures Manual.
- Maintain residence hall files and ensure the availability of needed forms/paperwork for the residence hall office.
- Assist with scheduled University Open Houses and prospective student tours as needed.
- Assist University Housing with staff recruitment and selection needs.
E. **Discipline and Student Conduct:** By accepting employment with Georgia Southern, the Graduate Resident Director has accepted the responsibility to understand and support its regulations. The GRD serves as a role model and its behavior should convey an image of responsibility and maturity in all situations. The GRD should assist students in their personal development and in learning to accept responsibility for their actions. Specific job-related responsibilities regarding discipline and student conduct code **may** include:

- Serving as a hearing officer, in person or by paper, for first offenses of violations of the Student Code of Conduct as they pertain to the residence hall(s).
- Fostering an environment that promotes consideration and respect for and from others.
- Ensuring that all residents are aware of all rules, regulations, policies, and procedures.
- Monitoring and documenting all behavioral infractions.
- Regularly informing supervisor on all judicial matters.
- Reporting all damage and acts of vandalism accordingly to Resident Director, Assistant Director, Associate Director, University Housing, and University Police.

F. **Miscellaneous**

- Attend staff meetings, one-on-one supervision, and planning meetings with supervisor.
- Serve on departmental committees as needed.
- Assist with 3 scheduled University Open Houses each year and prospective student tours as needed.
- Assist University Housing with staff recruitment, interviewing, and training as needed.
- Attend workshops and training sessions as needed or required.
- Maintain a neat, organized, and clean work area.
- Perform other duties as assigned.

**2018 – 2019 APPLICATION PROCESS**

- **January 1, 2018:** Applications are being accepted and reviewed for consideration to interview at the Oshkosh Placement Exchange in February. Candidates will be interviewed by University Housing staff and Georgia Southern faculty.
- **March 2018:** The GSU on Campus Graduate Assistant Interview day will take place in March 2018. Those who wish to attend will receive information via the email they used on their application. It is not required you attend this interview day, but highly encouraged if you have not already conducted an interview with University Housing.
- **Preference will be given to candidates with any of the below qualifications:**
  - Previous experience in University Housing / Residence Life
  - Previous experience managing large groups of employees
  - Enrolled in the Higher Education Master’s or Ph.D. program
- **As this position is very comprehensive,** finalists for the Graduate Resident Director position may participate in a follow up interview so we may further evaluate your skills for this important leadership position in University Housing. The second interview may occur with those attending the Graduate Assistant Interview day if we are able to schedule it within the candidate’s day or within a week of the interview day via telephone, Skype, or Google Hangout.

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