



Office of Residential Life Graduate Resident Director Job Description 2009-2010

Under the supervision of the Director of Residential Life and the Associate Director of Residential Life for Residential Education the Graduate Resident Director is responsible for the administration of a residence hall and a Resident Assistant staff.

The Graduate Resident Director supervises, provides direction to, counsels and supports a staff of undergraduate Resident Assistants, Senior Resident Assistants, residents, Hall Council members and any programs and activities of the hall.

The Graduate Resident Director contributes positively toward the maintenance and enhancement of the residence hall's physical facilities, in addition to fostering a community atmosphere with all residents.

Responsibilities also include:

- *Night and weekend on-call duty for the residence halls*
- *Office hours as scheduled*
- *Enforcement of rules and regulations*
- *Attendance at staff meetings, in-service times and training sessions*

Applicants should have previous residence hall experience, excellent interpersonal skills and administrative abilities.

Duties and Responsibilities:

Community Development:

- Promote positive and effective working relationships among Resident Assistants, Hall Council members and campus community leaders.
- Ensure the safety and security of residents through various programs and procedures designed to educate and protect students.
- Familiarize yourself with the department's community development philosophy and attempt to integrate this information into daily environment.
- Model appropriate behavior for staff and students.

Staff Supervision and Development:

- Supervise, evaluate and train Resident Assistants in conjunction with the Associate Director of Residential Life for Residential Education.
- Meet weekly with individual Resident Assistants and the Senior Resident Assistant throughout the semester.
- Formally evaluate the performance of each staff member at least once a semester.
- Schedule building Resident Assistant coverage and sign-in duty on a nightly basis when school is in session.
- Supervise Resident Assistant nightly duty.
- Conduct weekly staff meetings with the building Resident Assistants.
- Participate in the recruitment, selection and training of the Resident Assistant staff.
- Assist with Fall, Winter, and monthly in-service trainings for the Resident Assistant staff.
- Incorporate an experiential learning philosophy into all processes and programs to enhance the residential life experience.
- Assume responsibility for an assigned central office function.

Administration:

- Rotate on-call duty with other Resident Directors including weekends, vacation periods and holidays.
- Initiate and channel information concerning facilities (work orders, inventory and maintenance/safety concerns) to the appropriate central office staff.
- Intercede and assist in crisis and emergency situations.
- Supervise and approve student party registrations.
- Assist with selection processes, room selection and other Residential Life activities including, but not limited to, Resident Assistant Group Process, Open Houses, Resident Assistant information sessions, room selection information sessions, etc.
- Coordinates the building/apartment room inspections.
- Responsible for building damage billing under the supervision of the central office staff.
- Establish and maintain weekly Residential Life office hours. In addition to designated hours spent in the office, the Resident Director must be in the Office of Residential Life a minimum of one hour each day while the office is open.
- Attend weekly Resident Director staff meetings.
- Maintain and be responsible for Resident Assistant and Hall Council activity fee budgets.
- Coordinate room changes within residence hall.
- Other duties as assigned.

Programming:

- Advise, support and educate Resident Assistants and Hall Council leaders regarding programming.
- Actively promote community development through use of the Wellness model; ensuring that each Resident Assistant completes at least six programs per semester.
- Plan and implement two all-hall programs per semester (one social and one educational).

Counseling:

- Counsel RA's, individuals and groups of students as necessary and make appropriate referrals.
- Serve as a mediator for roommate conflicts.
- Express all major student concerns to the Director of Residential Life.
- Properly refer students to resources that provide assistance in areas such as, but not limited to: Academic Advising, Career Development, Health Services, Campus Police, Multicultural Affairs, etc.

Dates of Employment:

A Resident Director's employment contract is for a specific period of time, and must be at least one full year. At the end of the contract period, a Resident Director may or may have his/her contract renewed. This decision is made by the Director and is based on the RD's performance. An appeal of this decision will not be granted. Please note that your acceptance is contingent upon the understanding that you must be enrolled as a Graduate Student for a full academic year (**the RD role is for a FULL academic year starting early August with RD training and continuing through July 3rd**).

Remuneration:

Remuneration is an apartment on campus, board plan during the Undergraduate Fall and Spring semesters, nine graduate credits per trimester and a \$8000 stipend.

All inquiries regarding Graduate Residence Hall Director positions can be addressed to:

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