



Medaille University
Graduate Residence Director Position Description

Reports to: Director of Residential Life and Student Involvement

Requirements: Enrolled in accredited Graduate Program (**Student Personnel Administration or similar program**); able to complete 20-25 hours per week, including at least 7 hours on nights/weekends; must live in campus-sponsored housing

Compensation: \$14,000 stipend; furnished apartment, meal plan, cable TV, Internet Access, free laundry, free parking

Effective: August 1, 2021-May 31, 2022

Descriptions: Through community development and intentional interactions, the Residence Life program promotes a living and learning environment that balances personal and academic growth with a focus on student development and community well-being. The Graduate Residence Director (RD) will help incorporate these elements to maximize outcomes for resident students. A successful candidate must be self-motivated; solution oriented and demonstrates a desire to promote student growth and development.

Responsibilities:

- Directly supervise Resident Assistants in all areas of their role, with an emphasis on community development
- Interview, hire and indirectly supervise work study student employees responsible for staffing residence hall front desks and mailroom.
- Attend and participate in departmental staff meetings (Leadership Team Meetings, Resident Assistant staff, etc.)
- Adjudicate low-level residence hall policy violations.
- Assist in the day-to-day operation of the Residence Life Office
- Assist with the planning and implementation of Resident Assistant Fall/Spring trainings and continued staff development throughout the semester.
- Assist with the planning of Resident Assistant selection and room selection processes.
- Facilitate the break closing, health and safety inspections, etc. during each break period.
- Assist with the opening and closing of the residence hall. This will require arriving early and staying late each semester.
- Participate in 24/7, 365 on-call duty rotation. One Residence Life professional staff member must be on-call at all times through the year. This includes breaks and holidays. Holidays and breaks will be rotated so that no one staff member is responsible for all break and holiday on-call duties.
- Update Resident Assistant Training Manual(s) as needed.
- Assist with all operations/planning associated with fall/spring opening.
- Other duties as assigned by the Director of Residence Life and Student Conduct and/or their designee.

Submit: Cover letter, resume, and three references to:

Kevin Trudell, Director of Residence Life and Student Involvement

Medaille University, 18 Agassiz Circle

Buffalo, NY 14214

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