



# Graduate Residence Director

Niagara University, Office of Residence Life

## JOB SUMMARY:

The Graduate Residence Director works under the supervision of the Associate Director of Residence Life. The GRD is responsible for the supervision of their assigned building in cooperation with their supervisor. This position will provide support services to students, supervise hall staff, oversee programming, as well as adjudicate low level student conduct cases. The GRD participates in an on-call rotation with 3 other professional staff members.

**Appointment:** August 2023 – May 2024, renewable each year while in a graduate program upon successful performance review. Must maintain acceptable progress toward a degree.

## ESSENTIAL DUTIES:

- Responsible for establishing and maintaining a strong community within the residence hall(s) with Community Advisor staff of 9-14 CAs.
- Co-supervise and evaluate assigned staff including conducting regular one on ones, staff meetings and in-service trainings.
- Coordinate residence hall staff programming including management of programming budget.
- Adjudicate low level student conduct cases focusing on educational and developmental outcomes.
- Assist with daily operation of the residence hall(s) including building opening/closing, distribution and collection of keys, monitoring of room inventories and room changes, follow up on work orders and damage billing.
- Serve as on-call staff for emergencies and crisis situations.
- Considered "Essential Personnel" whose physical presence is required on campus in the event of an emergency and must also be prepared to address those functions remotely (from off-campus) if travel is not possible.
- Make referrals to appropriate academic and/or administrative departments as necessary.
- Be knowledgeable of and enforce University policies and procedures.
- Maintain regularly scheduled office hours (balancing daytime and evening availability) and be available to students. • Conduct weekly inspections of assigned areas to build community and assess damage/vandalism. • Participate in recruitment, selection and training of residence hall staff.
- Facilitate student interaction and provide opportunities for their growth and development.
- Liaise with maintenance and cleaning services on campus, ensure the halls are safe and clean, submit work orders and assist students with resolution of issues.
- Attend all staff meetings and professional development sessions as determined by Residence Life and/or Student Affairs.
- Serve on departmental committees as assigned, such as CA Selection, Room Selection, CA Training, etc.



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- Be available for general support and assistance of resident students.
- Assist in the room selection and room assignment processes.
- Work to fulfill Residence Life strategic plan initiatives.
- Maintain confidentiality of information (including but not limited to: student and employee personal information, student grades, etc.), both during and after their employment with the University. Any question regarding the confidentiality of material, should be referred to the supervisor.
- Perform other duties as assigned.

### **REQUIREMENTS**

- Bachelor's degree and current enrollment in a student affairs/higher education graduate program. ·  
Residence hall staff experience at undergraduate level preferred.
- Demonstrated commitment to diversity.
- Strong interpersonal, organizational, written and oral communication skills.
- Ability to work evenings, weekends, holidays and to attend campus programs/events.
- Ability to carry a University provided cell phone while on call. Ability to remain within 15-20 minutes of campus (flexibility is allowed to accommodate for class times).
- A valid New York State driver's license is required that satisfies both University and insurance company underwriting rules and regulations for driving a motor vehicle. Must also be able to operate a motor vehicle in Canada.

### **COMPENSATION**

- \$12,000 annual stipend
- Free housing in an on campus suite or apartment
- On-campus meal plan when fall and spring classes are in session

### **CONTACT:**

- Brandon Ray, Associate Director of Residence Life—(716) 286-8566 or [bray@niagara.edu](mailto:bray@niagara.edu)