Position Announcement:
The Office of Residence Life at Fredonia seeks qualified candidates for the position of Graduate Assistant Residence Director with a start date of August 3, 2021. Graduate Assistant Residence Directors are 10-month, part-time staff members who are integral to our Residence Life team, as they oversee all aspects of the operation of a residence hall. Graduate Assistant Residence Directors supervise talented undergraduate Resident Assistants, oversee social and educational programming efforts, and work with our Department of Facilities Services to ensure that residence halls are properly cleaned and maintained. This position presents an excellent opportunity for those who are enrolled in graduate programs, whether in Student Affairs/Higher Education or in another field. This is a position with anticipated vacancies; the number of candidates who will be hired for the 2021 – 2022 school year is not yet known.

About the State University of New York at Fredonia:
Fredonia is a comprehensive, selective, public, residential, liberal arts university located in beautiful Western New York, just minutes away from Lake Erie. Founded in 1826, Fredonia is among the most storied in the SUNY system. It is home to a world-renowned School of Music as well as over 100 degree programs in the liberal arts, natural and social sciences, education, mathematics, and business. Fredonia also features cutting-edge programs in the emerging fields of technology, service, and communication. Fredonia is also consistently ranked among the top public master’s granting universities in the North by U.S. News and World Report.

Position Responsibilities:
Successful candidates for the Graduate Assistant Residence Director position will:

- Assume responsibility for the general oversight and administration of a residence hall, including but not limited to openings and closings, work orders, occupancy reports, damage assessments, and room change paperwork.
- Advise a Residence Hall Council.
- Supervise undergraduate Resident Assistants, work study students, and Night Desk Attendants.
- Talk to students who are in crisis or distress, referring them to Counseling Services when appropriate.
- Facilitate conduct reviews with students alleged to be in violation of college policy and determine educational sanctions for students who are found responsible for violations.
- Mediate roommate conflicts as they arise.
- Participate in an emergency on-call rotation during the weekends.
- Perform other duties as assigned.

Position Requirements:
Minimum Qualifications:

- Bachelor's Degree earned by May 31, 2021.
- Enrollment in a graduate program at either Fredonia or another SUNY institution.
Preferred Qualifications:
- Previous work experience in Residence Life or other Student Affairs functional areas.
- Willingness to work collaboratively.
- Demonstrated commitment to diversity and the needs of diverse learners.
- Ability to attend to details and perform administrative tasks accurately and efficiently.

Remuneration and Benefits:
- Stipend of $6700/year.
- Full SUNY tuition waiver for up to six (6) academic credits each semester/summer.
- Furnished residence hall apartment, including a full kitchen, cable, and wireless internet.
- Free access to residence hall laundry machines.
- Partial campus meal plan, to be used for meals with students.

Application Instructions:
Interested candidates should submit a resume, cover letter, and names and contact information for three (3) professional references through the Fredonia online application system. Applicants who submit materials by Friday, February 26, 2021 will receive full consideration. Cover letters can be addressed to Mr. Kevin Hahn, Associate Director of Residence Life.

Additional Information:
Fredonia prides itself on an outstanding workforce. To continually support organizational excellence, the University conducts background screenings on applicants.

An Affirmative Action, Equal Opportunity Employer, Fredonia provides for and promotes equal opportunity employment, compensation, and other terms and conditions of employment without discrimination.

Pursuant to University policy, Fredonia is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual’s race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, or domestic violence victim status. Employees, students, applicants, or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The University’s policy is in accordance with federal and state laws and regulations prohibiting unlawful discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.