Graduate Resident Director
Available Immediately

About Collegiate Village:
Spread out over 50 acres, Collegiate Village is a gated community for undergraduate and graduate students providing spacious, apartment-style living for all Buffalo area colleges and universities. We house students from University at Buffalo, Buffalo State College, Medaille, Canisius, Daemen, Villa Maria, D’Youville, ECC & more, providing shuttles to many of these campuses. Our apartments are fully furnished and include cable, wireless internet and all utilities, aside from electric, allowing our residents to experience a convenient and stress-free living experience. As the only apartment complex in Buffalo to feature an on-site café and convenience store, Collegiate Village is Buffalo’s best alternative to living On-Campus.

Residence Life at CV:
The Residence Life department is committed to enhance and promote a positive campus-like experience with the benefits of apartment living. The Residence Life staff prides themselves on providing a range of services to the residents of Collegiate Village; these range from sponsoring fun, informative and social events to various levels of support for students in need of personal, academic, social or apartment lifestyle guidance. The Residence Life Staff is present both during and outside of office hours, making them an essential part of assisting Management in applying the lease rules and regulations consistently to ensure the quiet enjoyment of the premises by all residents.

Graduate Resident Director Job Description:
The Graduate Resident Director (GRD) is an essential part of the Residence Life team. Under the supervision of the Director of Residence life, the GRD reports directly to the Assistant Director of Residence Life. The GRD works to foster a sense of community within Collegiate Village and maintain an atmosphere conducive to personal well-being and learning. In doing so, the GRD also handles administrative and operations aspects of the office. The duties of the GRD include, but are not limited to:

- Have knowledge of the Community Assistant job description. The GRD will supervise Community Assistants and provide support and leadership while encouraging independent functioning.
- Help to lead and develop community programs and activities with the Community Assistants.
- Being well-informed of Collegiate Village policies, procedures and regulations. Being able to communicate and enforce them, and assuring that the CA staff actively deals with them in an appropriate and timely manner.
- Respond to student questions, emergencies, problems and concerns.
- Act as a positive role model for residents and staff.
- Participate in all relevant staff trainings and mandatory events, such as CV Open House and Move In/Move Out days.
- Participate in the Residence Life on call schedule and conduct rounds of the property.
- Night and weekend availability is required.
- 35-40 office hours per week (flexible with your class schedule).
- Other tasks as assigned by the Assistant Director of Residence Life.

This is a great position for new professionals who wish to gain experience in many different areas (residence life, community development, student activities, etc). Come and be a part of a great office team! We hope you will apply!

Compensation: Stipend, fully furnished Studio apartment and participation in company benefit package.
Steps to apply: Please send your cover letter, resume and three references electronically to: Gina L. Foster, Director of Residence Life at gfoster@cvwny.com.