Graduate Townhouse Director Position Description
Division of Student & Campus Life • Department of Residence Life

The Department of Residence Life administers selected co-curricular educational and assessment initiatives. Opportunities for student engagement and learning within the department include the living learning communities and residential college houses, as well as a number of student leadership and applied learning opportunities. Our trained Residence Life team members pursue ways to collaborate with Geneseo faculty and staff to support our residents as they pursue their individual educational and personal goals. By providing challenges to better themselves, demonstrating an ethic of individual care, and building a strong, vibrant campus community, we hope to make a long-lasting positive impact on the lives of our students.

Residence Life Vision
It is the intention of the Department of Residence Life to provide and to identify opportunities for students that result in increased learning, greater self-awareness and a clearer sense of purpose.

Our passion is the improvement of the human condition through the expansion of a caring community. (Campus Life: In Search of Community p. 47)

Residence Life will be recognized for creating a premier residential experience by fostering wellbeing and implementing innovative opportunities for student learning and engagement. Living on campus will become an integral part of our students' educational experience and will be the catalyst in their preparation to making meaning in their lives and the lives of others.

Educational Priority
The Department of Residence Life develops socially responsible citizens who build positive relationships as engaged learners.

Socially Responsible Citizenship Positive Relationships Lifelong Learning

Goals
• Each student will become a socially responsible citizen. S&CL (SCR, LD) AAC&U (CE, ER, IKC)
• Each student will build positive relationships. S&CL (SUPVS, ECSS, AD) AAC&U (TW, IL, WC, OC)
• Each student will aspire to be an engaged learner. S&CL (CEAA, HL, ID) AAC&U (PS, CRT, CVT, LL)

Principles of Good Practice for Student Affairs
• Engage students in active learning.
• Help students develop coherent values and ethical standards.
• Set and communicate high expectations for student learning.
• Use systematic inquiry to improve student and institutional performance.
• Use resources effectively to achieve institutional missions and goals.
• Forge educational partnerships that advance student learning.
• Build supportive and inclusive communities.
Title: Graduate Townhouse Director (GTD))
State Title: Residence Director Intern
Department of Residence Life
SUNY Geneseo

Reports To: Assistant Director of Housing Operations, Residence Life

Specific Qualifications: Bachelor’s Degree; enrollment in a graduate program; residence hall staff experience preferred; organizational skills; strong interpersonal and communication skills; teamwork orientation; ability to work within budgets; understanding of student development and residential facilities management.

Compensation
Salary - $12,000 per year
Furnished apartment, cable television, network access (living in the provided apartment is an obligation of this position)
Meal Stipend - $300 per semester

Terms of Employment: Start date begins August 1, 2020 through May 31, 2021. When classes are in session, work is not to exceed 20 hours per week. This position is a live-in position requiring extensive training, evening work and weekend time commitments at times. It is expected that the Graduate Townhouse Director serve in an “on-call” duty rotation.

General Duties & Responsibilities

Administration of Saratoga Terrace Townhouses
• Maintain 10 scheduled office hours per week. During this time, the GTD may take care of the tasks listed below
• Supervise, coordinate and attend all aspects of designated Townhouse openings and closings (beginning and end of semester and holiday closings)
• Oversee room condition reports for Townhouses (primarily beginning and end of semester)
• Oversee room and key inventories for Townhouses (primarily beginning and end of semester)
• Handle all related tasks to Townhouse management (damage billing, occupancy reports, work orders.; periodic)
• Oversee the maintenance, marketing and reservation system of Saratoga Commons and Yoga Studio
• Ensure work orders and facilities needs are addressed and resolved in a timely manner
• Assist with staff and housing selection (occurs in the spring)
• Serve as a resource to all students in Townhouses
• Address quality of life issues in the Townhouses
• Meet with residents

Staff Supervision and Development
• Develop and execute the Townhouse Community Organizer Selection process and hire staff for the upcoming academic year (spring semester)
• Supervise and evaluate TCO staff each semester
• Conduct weekly staff meeting (1 hour)
• Conduct bi-weekly individuals with TCO staff
• Active participation in training of TCOs through presentations (prior to start of classes)
• Maintain payroll time sheets

Community Development & Educational Initiatives
• Be visible and accessible to students who live in Townhouses
• Assist TCOs in the advisement of Townhouse Association Board
• Be a resource to TCOs and oversee education plans based on the Residence Life Educational Priority, Learning Goals and Student and Campus Life Learning Outcomes
• Assist in the development of Student Enrichment Experiences(SEE) and Home Improvements(HI) to meet intended learning outcomes and goals
• Maintain Townhouse programming budgets (SEE/HI, townhouse association board, staff development) and track programming in Townhouses
- Productively address all student concerns and roommate conflicts in Townhouses
- Hold student conduct meetings, provide informal counseling, and participate in emergency preparedness and emergency response

**Curriculum and Program Assessment**
- Assist with development and implementation of assessment(s) for our Departmental Curriculum
- Coordinate program and lesson assessments with other Professional Staff members

**Housing Operations Support**
- Assist the Assistant Director of Housing and Operations and System Administration with card access management
- Manage room changes
- Coordinate marketing and advertising of Living Learning Communities and assist with Housing Confirmations and Placements (fall semester)

**Other**
- Attend weekly department staff meetings, professional development sessions, individual meetings with supervisor, and monthly strategy meetings
- Participate in department-wide initiatives
- Participate in "on-call" duty rotation schedule
- Be visible and accessible to students in the Townhouses
- Active participation in training of Residence Life professional staff
- Active participation in training of Residence Life student staff

**Application Preferential Due Date:** March 15, 2020
**Application Due:** April 15, 2020
Applications will be reviewed upon receipt.
**Application Link:** [https://go.geneseo.edu/ResidenceLifeGraduateTownhouseDirector](https://go.geneseo.edu/ResidenceLifeGraduateTownhouseDirector)