

## **D'Youville College**

### **Job Description**

Classification Title: Graduate Assistant Resident Director

Job Title: Resident Director

Department/Location: Student Engagement & Housing

Salary:

\$9,000.00 Stipend

Apartment Waiver

Full Meal Plan

Employee Category: Graduate Assistant

Hours per week: 20

A) Brief Summary / Function of Position: This 10-month, live-in, position oversees the administration and management of an apartment style residence hall serving a total capacity of approximately 160 students. This position participates in an on-call rotation with three other staff members on a M,T,W,R / F,S,Su rotation and assists with the residential programming mode. Reports to Director of Student Engagement.

### **B) Duties and Responsibilities**

- Ensure the effective management of 222 and the corresponding 5 paraprofessional staff members;
- Serve as a resource, advocate, and educator for building residents;
- Ensure a student-centered office environment with a focus on customer service;
- Hold 14 weekly office hours for students and administrative tasks as assigned;
- Hold 1 weekly hour for staff meetings and staff development;
- Hold bi-weekly, 30 minute, 1:1 meetings with each paraprofessional staff member;
- Dedicate 3 weekly office hours to the coordination of the residential programming model;
- Hold bi-weekly 1:1 meetings with the Director of Student Engagement and weekly 1:1 meetings with the Coordinator for Student Engagement & Housing;
- Serve as an educator, mediator, reviewer when a roommate conflict or housing concern is reported;
- Under the guidance of the Chief Student Affairs Officer, adjudicate minor residential College policy violations;
- Report any cleaning, maintenance, and/or IT concerns to the Director of Student Engagement;
- Draft and submit monthly occupancy & key reports
- Assist with campus and student emergencies, as needed, and serve in on-call rotation with three other staff members on a M,T,W,R / F,S,Su rotation

- Coordinate with the Director of Student Engagement on professional passions to ensure personal development that compliments the graduate educational experience;
- Other duties as assigned by the Coordinator of Student Engagement & Housing.

C) Required Education or License& Required Skills, Competencies and/or Experience

- Proof of acceptance and/or enrollment in a local Higher Education Administration graduate program;
- Undergraduate experience in campus involvement;
- Must be a team player and be willing to work with constituencies across campus;
- Possess the ability to react calmly and effectively in emergency situations and handle multiple tasks and priorities at once while solving problems and thinking outside of the box;
- Must be able to work independently after receiving guidance and instruction from College staff;
- This position requires extended periods of sitting, standing, stair climbing, maneuvering objects of substantial weight, and responding promptly in late-night hours while remaining alert;
- The successful candidate will have a passion for personal development and an amazing sense of humor