The Graduate Resident Director is a ten month administrative graduate appointment within the Department of Residential Housing and reports directly to a full-time Resident Director. The Graduate Resident Director directly supervises and coordinates the development of a residential community comprised of 100-400 residents.

Qualifications:

- Unconditional acceptance into an Ohio University graduate program, preferably pursuing a degree in College Student Personnel, Education, Communication, or a related field
- Experience working as part of a residence hall staff, or another student affairs functional area, is preferred
- The ability to understand and put into practice theories and models related to student development
- Demonstrated supervisory skills including training and on-going developmental supervision
- Experience in developing and implementing student focused programming
- Evidence of strong organizational and interpersonal skills
- Commitment to issues and matters relating to the field of student affairs
- Experience responding to crisis situation and students in crisis is preferred

Responsibilities:

SUPERVISION:

- Assist in the recruitment, selection, and training of student staff
- Train, supervise, and evaluate the Lead Resident Assistant and Resident Assistants
- Provide training and ongoing development opportunities for all supervisees
- Hold regular supervision with all supervisees and weekly staff meetings for in-hall student staff
- Evaluate all in-hall student staff and collaborate with staff develop to action plans for growth
- Participate in regular supervision with the Residential Coordinator
- Participate in weekly department meetings, including Residential Education meetings, and Green meetings
- Serve as a positive role model in the position, of the department, and of the University at all times

COMMUNITY DEVELOPMENT:

- Facilitate the development of a positive and inclusive residence hall community
- Develop meaningful connections with students and staff by being available and visible in the building/complex
- Develop and coordinate a programming plan based on the community development model that meets the needs of your student populations
- Facilitate staff member’s use of roommate and community agreements to identify student expectations and methods of holding each other accountable
- Supervise the Assistant Resident Directors as they advise hall/complex councils and their programming efforts
- Encourage student involvement and participation in activities, hall/complex councils, and other student organizations on campus
- Conduct wellness checks of students in collaboration with the Dean of Students office to ensure the well-being of the students

EDUCATIONAL/ACADEMIC INITIATIVES:

- Collaborate with faculty and academic support staff to promote the academic success of residential students
- Collaborate and support the Faculty in Residence with their initiatives and integration into the community (where applicable)
- Collaborate and support the Counselors in Residence with their initiatives and integration into the community
- Support the efforts of residential learning community programs (where applicable)
- In conjunction with staff and students, plan and implement educational initiatives based off of “key topics” on the hall, green or campus level, as outlined in the community development model
- Identify and address the developmental needs of students through educational interactions, crisis response protocol, and mediations
Demonstrate commitment to the development of students; advise students in the broad areas of academic, career, and personal concerns, or refer them to the appropriate office.

Consistently enforce University and residence hall regulations through conversations with students, educational conditions of sanctions, and effective communication with the Office of Community Standards and Student Responsibility.

Serve as a hearing officer for cases involving violations of residence hall and University policies.

LEADERSHIP/PROFESSIONAL DEVELOPMENT:

- Support the Division of Student Affairs mission and promote its initiatives and goals
- Be an active member of the professional staff on the Green
- Take initiative to become involved with opportunities to make a positive impact on the department, the division, the University, and off campus
- Assist in the development and implementation of goals and priorities for the hall/complex, green and department
- Participate on a departmental team, steering committee, or project group
- Assist in the recruitment, selection, and training of new professional and student staff
- Participate in professional development opportunities
- Co-teach the departmental student staff class with a Residential Director (dependent on department need)
- Participate in departmental meetings, professional development series and any mandatory professional development events sponsored by the Division of Student Affairs
- Participate on a Division of Student Affairs committee (optional)
- Engage in activities to enhance academic and professional development on and off campus
- Resident Directors may take a maximum of 15 graduate credit hours during fall semester and 12 graduate credit hours spring semester. Special permission must be granted by the Director of Residential Education to take additional hours. The staff member must pay for any hours taken in addition to the regular course load.

ADMINISTRATION/ORGANIZATION:

- Coordinate and oversee the administrative responsibilities of the halls including room changes, damage billing, community incident reports, conduct paperwork, etc.
- Manage building/complex as well as Hall Council budget
- Hold weekly office hours for student and student staff walk-ins
- Establish collaborative relationships with University colleagues, including Division of Student Affairs staff, the Ohio University Police Department, Residential Custodial Staff, and Facilities personnel
- Communicate facility and maintenance issues and share student needs and recommendations
- Respond to crises and other incidents that arise in your community
- Provide on-call crisis response and staff support for a green area serving approximately 2,500-3,000 students through the weekend duty rotation
- Facilitate Environmental Health & Safety Inspections with student staff in accordance with Residential Housing and Environmental Health & Safety department policies and protocol
- Be timely and accurate with all database updates, paperwork, and other reporting methods
- All other duties as assigned. Position description subject to change based on university and department priorities.

Considerations:

- A genuine interest in Residence Life and the multifaceted lifestyle required to run a building
- Live in position in close proximity to residents
- Flexible time management skills
- Accommodations vary per assignment

Compensation:

- $10,000 (plus room, meal allotment and full tuition waiver)

Contact Person:
Sarah Oleksy, Director of Residential Education, Residential Housing, oleksy@ohio.edu

How to apply: Please complete the online application at [http://www.ohiouniversityjobs.com/postings/12492](http://www.ohiouniversityjobs.com/postings/12492). To apply, you will need your resume, cover letter, and a list of professional references. You may apply for up to four graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Jonathan Renard, Graduate Assistant for the Office of the Dean of Students at jr274509@ohio.edu or (740) 593-1800.