Position: Graduate Resident Director
Remuneration: $12,000 (plus room, meal allotment and full tuition waiver)
Contact Person: Sarah Oleksy, Director of Residence Life, Housing and Residence Life

Position Description

The Graduate Resident Director (GRD) is directly responsible for a residence hall(s). The preferred candidate will have some housing and residence life experience and must be enrolled in the College Student Personnel or related graduate program. Specific responsibilities include:

- Directly responsible for developing a positive and inclusive residence hall community
- Directly train, supervise and evaluate 5-15 student staff members or Resident Assistants (RAs)
- Hold regular supervision meetings with all supervisees and weekly staff meetings
- Develop and coordinate community development efforts that meets the needs of the residential population
- Engage in educational interactions with residents
- Demonstrate a 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
- Oversee a community development and staff development budget
- Co-advising hall council and oversee the hall council budget
- Serve in the on-call weekend duty rotation for approximately 2,200-3,600 residents
- Serve on departmental and divisional teams and committees
- Serve as conduct hearing officer for cases involving violations of residence hall and university policies
- Support collaboration with faculty and academic support staff to promote the academic success of residents
- Establish collaborative relationships with University colleagues, including Division of Student Affairs staff, the Ohio University Police Department, Residential Custodial Staff, and Facilities personnel
- Participate in staff recruitment, selection and training processes
- Consistently enforce University and residence hall policies through conversations with students, educational conditions of sanctions, and effective communication with the Office of Community Standards and Student Responsibility.
- Facilitate Health & Safety Inspections in accordance with departmental and university policies and protocol
- Coordinate and oversee the administrative responsibilities of your hall in a timely and accurate manner, including room changes, damage billing, incident reports, conduct paperwork, etc.
- Other duties as assigned including some night and weekend time commitments.

Questions regarding the above position should be directed to: Sarah Oleksy, Director of Residence Life, or e-mail oleksy@ohio.edu

How to apply: Please complete the online application at: http://www.ohiouniversityjobs.com/postings/21282

To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for up to four graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Emily Mason, Graduate Assistant for the Office of the Dean of Students at em585714@ohio.edu or (740) 593-1800.