Position Description:
Graduate Residence Director

General Description
A Graduate Residence Director is a live-in graduate student staff member in the Department of Residential Life who is responsible for the co-administration of a living community. Under the supervision of a full time Residence Life Coordinator, a GRD serves as a support in all aspects of building management including student staff supervision, administrative management and community development.

Conditions of Employment
-Complete 20 hours of work per week.
-GRDs are required to sign and abide by the terms and conditions in the Academic Year Contract.
-The term of appointment is for the 2019-2020 academic year and is a ten-month position.
-Appointment is based on performance and is renewable upon re-application, evaluation, and consent of the RLC and Assistant/Associate Director of the Department of Residential Life.
-Employment is scheduled from July 22, 2019 at an hourly rate of pay. Assistantships begin July 22, 2019 through May 15, 2020. Should a GRD leave before May 31, 2020 the stipend will be pro-rated to reflect the actual date of departure. Opportunities for Summer Employment may be available.
-Maintain a minimum cumulative and semester GPA of 3.0.
-Maintain full-time enrollment in graduate school.
-GRDs must seek RLC and Assistant Director approval to participate in academic-related programs (internship, practicum, etc.).
-Outside employment must be approved by the supervising RLC and Assistant/Associate Director. Approval will be based on position and academic performance; outside employment cannot interfere with GRD responsibilities.

Qualifications
-Bachelor’s degree required.
-At least 1 year of applicable leadership experience at the undergraduate or graduate level (i.e. RA, an active role in a student organization, etc.).
-Full time enrollment in a graduate degree program with preference given to students enrolled in Higher Education, Counselor Education, or related programs.
-Possess excellent communication, organizational, administrative, and interpersonal skills.
-Candidate must be flexible, possess the ability to adhere to strict deadlines, and be self-motivated.

Special Qualifications
-Graduate Residence Directors are required to live in a residence hall apartment and be available for irregular hours, extended work days, on-call emergencies, and weekends.
-This position is designated as essential personnel and is required to be present for emergency situations.

Administration and Building Management
-Serve as the primary point of contact for all departmental paperwork and processes within specified community.
-Coordinate the opening and closing of residence halls at appropriate designated times (fall opening, winter break closing, spring opening, and end of year closing). 
-Oversee occupancy management including keeping up to date rosters and understanding of vacancies in community.
-Manage facilities in conjunction with appropriate maintenance and custodial staff, including key audits, weekly walkthrough of facilities, and other appropriate follow-up.
-Monitor and manage spending of area specific budgets.
-Oversee and manage front desk operations including time sheet management, day to day operations, and staffing concerns.
-Attend and participate in departmental staff meetings.

Supervision
-Supervise a staff of between 11 and 25 Resident Assistants.
Position Description: Graduate Residence Director

- Supervise Desk Assistants in day to day operations and timesheet management.
- Participate in the recruitment and selection of staff members at all levels of the department.
- Participate in departmental training including annual training and staff developments.
- Hold weekly staff meetings with student staff.
- Conduct one on ones with all staff as appropriate.
- Complete staff evaluations at the end of each semester.

**Crisis Management**
- Serve as part of the departmental On-Call Rotation.
- Become familiar with and follow departmental protocol and procedures.
- Provide information and follow-up to behavioral intervention teams including C.A.R.E, Beacon, and Academic Intervention Team as needed.
- Perform mediations and interventions in roommate issues as needed.
- Coordinate response to crisis in conjunction with outside agencies.

**Community Development and Leadership**
- Maintain visibility and presence within the assigned community.
- Direct and design staff curriculum development initiatives in conjunction with departmental learning outcomes.
- Develop an inclusive community for residents and staff.
- Advise and support Community Council in assigned community.
- Actively support and develop academic initiatives including faculty involvement in the residence halls through the Faculty in Residence, Faculty Friends, and Residential College programs.
- Support the Adopt A Hall Program.
- Develop and implement assessment initiatives including departmental assessment initiatives (EBI, Community Survey, etc.).

**Student Development and Learning**
- Advise and support students in their academic, social and personal well-being.
- Provide appropriate referrals to students as needed.
- Serve as a conduct administrator for their assigned community.
- Direct and support initiatives in line with departmental learning outcomes.
- Respond to parent concerns as appropriate.

**Departmental Responsibilities**
- Implement and guide programs that support the overall mission, vision and values of the department.
- Support and attend departmental and Residence Hall Association events.
- Serve on two departmental committees, with opportunities to chair committees as appropriate.
- Work on special projects as requested.

**Other Duties**
- Opportunity to instruct/teach courses when available.
- Participate in divisional opportunities and responsibilities including SPIN, Homecoming, and other activities.
- Serve as a role model for all students at Louisiana State University.
- Other duties as assigned.

**Remuneration**
- Maximum annual stipend of $8,600.
- Partially furnished apartment including cable television, utilities, and local phone service.
- Partial Meal Plan.
- Professional development funds, when available.
- Tuition support in accordance with the LSU Graduate School policies.