

Graduate Community Director Position Description

2023-2024 Academic Year

Reporting to their assigned Area Coordinator, the Graduate Community Director (CD) is a 10-month graduate student position serving as a key paraprofessional member of Residential Learning and University Housing (RLUH). The Graduate Community Director leads a staff of undergraduate Community Assistants (CAs) in efforts to develop a safe, supportive and inclusive community; promotes learning outside the classroom through delivery of co-curricular programs; and coordinates the overall operation of the assigned residential community.

The following description addresses the general duties and responsibilities of the CD position. This document does not cover all job expectations or specific procedures for completing these responsibilities. All staff are expected to review and abide by additional policies and specific procedures described in other documents including staff manuals, as well as all local, state and federal laws.

Supervision of Community Assistants:

- Supervise a staff of CAs in the assigned hall(s)
- Lead weekly staff meetings and hold regular 1-on-1 meetings with CAs
- Provide ongoing guidance and feedback to CAs and complete a formal evaluation of CA performance once per semester
- Assist in the recruitment, selection and training of CAs
- Assist in facilitating in-services and staff development activities
- Oversee residential curriculum/social mapping process facilitated by CAs for their areas
- Oversee CA 1:1s with residents

Contact with Residents:

- Know residents of the assigned building(s) and be available to residents during office hours, through attendance at in-hall programs, and via informal interactions in the assigned residential community
- Be responsive to resident requests and inquiries and supportive of students' needs. Be especially attentive to individuals who show signs of distress
- Demonstrate respect for the differing lifestyles, opinions, and values of residential students
- Provide direct assistance to residents by mediating roommate conflicts and disagreements
- Become familiar with a variety of campus-wide resources, organizations, and services in order to expedite appropriate student referrals

Program Planning:

- Oversee and guide CAs in the implementation of programs that support student learning within an established programming framework
- Develop plans to evaluate programs throughout the academic year according to established guidelines
- As applicable, oversee an in-hall budget to support programming efforts
- Complete administrative forms related to financial transactions and programming activities

Policy Compliance and Enforcement

- Know University and RLUH policies and how they pertain to the residences
- Role model and abide by University policies as well as local, state and federal laws
- Address and document suspected / alleged violations of University policies or refer violations to professional staff or Police as appropriate

Mandatory Reporter

- The person in this position is designated as a Campus Security Authority (CSA) and is required to report information about crimes in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act also known as the Clery Act [20 U.S.C. § 1092(f)]. In addition, the person in this position is regarded as a mandated reporter regarding child abuse and neglect and other misconduct including sexual violence and harassment. This includes any information shared in reference to any possible physical abuse, sexual abuse or neglect of a person under the age of 18 which must be reported immediately to your direct supervisor within 24 hours of information per the Protection of Minors policy. Specific policies and procedures for reporting will be covered in training.

Student Discipline Processes:

- Serve as a campus hearing officer within the student discipline system under guidance from the Assistant Dean of Student Life and the Dean of Students
- Follow established protocols related to investigation and adjudication of cases of student misconduct
- Coordinate delivery of sensitive letters to students related to student discipline proceedings and other matters as assigned

Duty:

- Participate in the all-day-and-overnight On Call Coordinator (OCC) duty rotation as assigned and carry and answer duty phone while on duty
- Coordinate the CA duty schedule for the assigned residential area
- Respond to calls to provide emergency and other assistance to residents as appropriate
- Review CA duty logs and other appropriate administrative forms, and hold staff accountable to protocols and procedures related to staff duty
- Assume responsibility for keys, tools, rosters, and other items and keep these items secure and in good condition
- Responsible for finding duty coverage if class attendance is outside of Glassboro and/or if class does not permit for graduate staff to leave for an incident
- Contact students' registered emergency contacts for hospital transports reported to on-duty/on-call staff via Public Safety or as instructed by senior staff. Support will be provided by supervisor as needed.

Housing Operations/Maintenance/Housekeeping

- Coordinate check-in, check-out and room change processes, and distribute and collect room keys throughout the year as necessary
- Notify the housing office of any unauthorized room changes or occupants
- Coordinate completion of building walk-throughs to document and report maintenance issues
- Coordinate completion of detailed room condition reports and inventories
- Report maintenance and housekeeping problems in assigned areas or in common areas (stairwells, lounges, lobbies, and exterior areas) via work order system
- Track completion of work orders and alert professional staff to any work orders which are not completed in a timely manner, or which require expedited attention
- Communicate standards of cleanliness and care for facilities and common areas to residents
- Encourage mutual respect and cooperation among residents and between residents and housekeeping staff in meeting standards of cleanliness and care for facilities and common areas

Security and Safety:

- Promote residents' awareness of their surroundings and safety
- Accurately document incidents that relate to student safety
- Assist with emergency preparedness programs, including fire drills
- Coordinate in-hall health and safety inspections each semester
- Report any tampering or damage to the emergency equipment (fire extinguishers, fire doors, emergency lights, etc.)
- Notify Public Safety / Police or professional staff of any safety or security concerns

Emergencies:

- Intervene in crisis situations by assessing circumstances, responding appropriately, and discerning when

- additional professional staff or Public Safety should be called
- Report serious incidents, injuries or illnesses to professional staff immediately or as soon as possible
- Provide assistance to students in obtaining medical care when needed
- Remain available at the assigned building to assist and support emergency personnel during emergencies unless directed to or given permission to leave
- Know and be willing to participate in crisis intervention procedures

Meetings and Training:

- Must attend and participate in extensive CD and CA training sessions prior to the opening of campus residences for fall and spring semesters (specific dates and expectations TBA)
- Facilitate weekly building staff meetings
- Schedule and facilitate regular 1-on-1 meetings with CAs
- Schedule and attend regular 1-on-1 meeting with supervisor
- Assist with, attend and actively participate in in-service trainings throughout the year
- Must primarily reside in assigned campus residence during the term of employment

Administrative Area:

- Serve as office manager for assigned building office and maintain a professional office setting
- Submit weekly reports to supervisor
- Serve on assigned departmental committee
- Manage implementation of administrative processes, i.e. bed verifications, health & safety inspections

Academic Expectations:

- This position is contingent upon the Graduate Community Director remaining in good student conduct standing and academic standing. CDs are expected to maintain a 3.0 cumulative and term GPA. You will need to submit your transcript from the previous semester and class schedule for the upcoming semester at the end of each term. A new class schedule must be submitted if you make any schedule changes.

Expected Time Commitment: The CD position requires an extensive time commitment. Throughout the academic year, Graduate Community Directors will work 20 hours per week in scheduled daytime office hours, meetings and other engagements with students and/or staff. In addition, CDs serve in an on-call capacity during assigned duty shifts that include continuous evening and weekend coverage. Additional time commitments will be necessary prior to opening of the residences in fall and spring for staff training, building preparations and student check-ins. CDs are permitted to leave their assigned area for 1 weekend per month with the approval of their AC. Requests to take any time off during the week must be made in advance by writing to the assigned supervisor.

Start Date and Term: The Graduate Community Director is a 10-month academic year position with a **start date of August 1, 2023** and an end date of May 31, 2024. Any other work or non-academic commitments should be completed by the start date. CDs are not permitted to hold other employment during this term of employment with the University.

Supervision: The CD is supervised by and works closely with the Area Coordinators and Director of Residential Learning. CDs also work closely with professional staff in Assignments & Administrative Services and Housing Systems & Logistics.

Evaluation: In an atmosphere of constructive feedback, CD performance will be evaluated by the Area Coordinator each semester.

Compensation: The compensation package for this position consists of a tuition waiver (excluding fees or any prerequisite undergraduate class or elective not accepted as a part of the program) for full-time study in a Rowan University graduate program, a furnished apartment in an assigned residence or apartment complex (includes utilities and Internet at no cost), a campus meal plan providing 14 meals a week when classes are in session, as well as an \$11,000.00 academic-year stipend (\$5,500 per semester) paid on a bi-weekly basis over the course of the contract term. CDs must be enrolled as full-time Graduate students each semester of their employment.

*Please note that there may be summer employment opportunities available. Summer classes will only be paid for by the office for graduate staff that are employed over the summer.

Conditions of Employment:

- This position is contingent upon availability of funding as approved by the Rowan University Board of Trustees
- In the event of extraordinary circumstances related to the current COVID-19 pandemic, force majeure, or other circumstances beyond the control of the University, this position may be eliminated and this offer may be deferred or rescinded, or the term of employment may be modified. In that event, the compensation and benefits associated with the position may be modified accordingly.
- This position is covered under the personnel policies of the university, which apply to student positions. Graduate Community Directors must meet all obligations described in this position description and abide by all other applicable University policies, including the Student Code of Conduct and Student Housing Contract.
- In addition to abiding by all University policies, this position requires you to enforce and report violations of University policies in accordance with guidelines given in training.
- This offer of employment is contingent upon your remaining in good student conduct and academic standing. RLUH professional staff will complete a check of student conduct records and academic status at the end of each semester and continue to evaluate these throughout your employment.

Notice of Critical Policies, Rights, and Obligations: All employees are expected to become familiar with and comply with applicable state and federal legal obligations as well as policies related to their role and work. Below is a summary of several key policies that directly relate to this position. Please note this is not an exhaustive list, and omission of a law or policy here does not relieve staff of their obligations to comply with all applicable laws and policies. For a more complete index of University administrative policies, please review the page linked here:

[Administrative Policies](#)

Selected Policies-

- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Clery Act Policy](#)
- [Title IX Sexual Harassment/ Sexual Assault Policy](#)
- [Protection of Minors](#)
- [Policy Prohibiting Discrimination in the Workplace and Educational Environment](#)
- [Americans with Disabilities Act \(ADA\)](#)
- [Service and Emotional Support Animals Policy](#)
- [Disruptive Behavior and Workplace Violence Policy](#)
- [Employee Health and Safety](#)
- [Alcohol and Other Drugs Policy](#)
- [Required Immunizations for Rowan Students](#)
- [Acceptable Use Policy](#) (regarding Rowan networks and information systems)
- [Whistleblower Policy](#)