

Graduate Resident Director Position Description 2019 - 2020 Academic Year

Reporting to the Residential Learning Coordinator, for Residential Learning & University Housing Office, the Graduate Resident Director (RD) is a 10-month graduate student position serving as a key paraprofessional member of the Residential Learning and University Housing staff. The Graduate Resident Director leads an in-hall staff of 1 Assistant Resident Director (ARD) and Resident Assistants (RAs) in efforts to develop a safe, supportive and inclusive community, promote learning outside the classroom through delivery of co-curricular programs within the residential community, and coordinate the overall operation of the residential community.

The following description addresses the general duties and responsibilities of the RD 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 Resident Assistants/Assistant Resident Director:

- Supervise a staff of ARD/RAs in the assigned hall.
- Lead weekly staff meetings and hold regular 1-on-1 meetings with ARD/RAs.
- Provide ongoing guidance and feedback to ARD/RAs and complete a formal evaluation of ARD/RA performance once per semester.
- Assist in the recruitment, selection and training of ARD/RAs.
- Assist in facilitating in-services and staff development activities.

Contact with Residents:

- Know residents of the assigned building and be available to residents during office hours, through attendance at in-hall programs, and informal interactions in the hall.
- Be responsive to resident requests and inquires 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 residents.
- 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.
- Advise Hall Council with staff assistance

Program Planning:

- Oversee and guide ARD/RAs 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.
- Oversee an in-hall budget to support programming.
- Complete administrative forms related to financial transactions and programming activities.

Policy Compliance and Enforcement:

- Know University 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 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 nightly Graduate Staff duty rotation as assigned and carry and answer duty phone while on duty including contacting emergency contacts for hospital transports.
- Coordinate an in-hall ARD/RA duty schedule.
- Respond to calls to provide emergency and other assistance to residents as appropriate.
- Review ARD/RA 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 safe and in good condition.
- Must remain in Glassboro when on duty. The graduate staff on duty is responsible for finding coverage if class responsibility is outside of Glassboro and/or if class does not permit for graduate staff to leave for incident.
- Contact emergency contact for hospital transports reported to Graduate staff on call staff via Public Safety or as instructed by a supervisor. Support will be provided by OCC or other supervisor as needed.

Housing Operations/Maintenance/Housekeeping:

- Coordinate check-in, check-out and room change processes, and distribute and collect room keys as well as card access 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 in collaboration with the Housing/Logistics staff.
- 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 issues.
- 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.
- 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 complete required training during the summer.
- Must attend training full time during the summer training period prior to the opening of the residence for fall semester (specific dates and expectations TBA).
- Facilitate weekly building staff meetings.
- Schedule and facilitate regular 1-on-1 meetings with ARD/RAs
- Must attend and actively participate in in-service trainings throughout the year.
- Must reside in assigned residence during the term of employment.

Expected Time Commitment: The RD position requires an extensive time commitment. Graduate Resident Directors are expected to work up to 30 hours per week. RDs will work 18 hours/per week office hours between 8:30am – 4:30pm in their building office. In addition, RDs serve in an on-call capacity during duty shifts creating variable time commitments, especially during evenings and weekends. Commitments during the period prior to opening of the residences in fall as well as during the fall orientation period will be full time (40+ hours). RDs are permitted to leave their assigned area for 1 weekend per month with approval of their RLC. Requests to take a day off during the week or vacation time must be made in writing in a timely fashion to your RLC.

Start Date and Term: The RD position start date is Sunday, **July 21, 2019 – May 31, 2020**. All other work commitments and vacations should be completed by this date. RDs are not permitted to hold other employment during term of employment due to demands of position.

Supervision: The RD is supervised by and works closely with the Residential Learning Coordinators, Assistant Directors for Residential Learning and University Housing and Director of Residential Learning.

Evaluation: In an atmosphere of constructive feedback, RD performance will be evaluated by the Residential Learning Coordinator each semester.

Compensation: The compensation package for this position consists of a full tuition waiver (excluding fees or any pre-requisite undergraduate class or elective not accepted as part of your program) for full time study in a Rowan University graduate program, a furnished apartment in the assigned residence or apartment complex (includes free utilities, internet, phone, and basic cable service), a designated 14 meal plan, as well as an \$11,000.00 annual stipend paid on a biweekly basis over the course of the contract term. RD must be enrolled as fulltime Graduate student each semester and is reviewed by professional staff each semester.

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

Administrative area:

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

Academic Expectations:

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

To Apply:

- Please send your cover letter, resume and three references with contact information to Annette McCully, Assistant Director, Residential Learning, at mccully@rowan.edu. You can also reach Annette at 856-256-4603 if you have any questions.