

# **Graduate Resident Director**

Undergraduate Housing  
Office for Residential Life and Housing Services

The Graduate Resident Director (GRD) is a graduate assistant position supervising a Resident Advisor (RA) staff to help build healthy and inclusive residential communities and foster a lively academic and intellectual culture. The RAs work with undergraduate students to develop a class identity, campus spirit, and pride in the College and the University. The Graduate Head Resident should know and establish a working rapport with the staff team and the residents for whom they are responsible. The number of RA staff and residents varies between 9-15 staff members and 200-600 students for a particular area. The Graduate Resident Director is expected to help residents get to know one another in the living environment and to serve as a source of information about the College and its services. The GHR intervenes in the resolution of behavioral issues and interpersonal or inter-group conflicts; and refers students with social, personal, academic, or health-related problems to the appropriate University agencies. The Graduate Resident Director reports to the Area Coordinator based on their assigned residential area. This is an academic year appointment and requires attendance at all staff training programs.

**The Graduate Resident Director position requires approximately 18 hours of work per week. Other on-campus paid employment may not exceed an additional 10 hours per week. If, in any month, you believe you are averaging more than 28 hours of paid work, you must notify Residential Life. The Graduate Head Resident must remain enrolled full-time in good academic standing at a University of Rochester graduate degree program.**

**Remuneration for this position consists of a furnished apartment on campus, a partial board plan (850 declining dollars a semester) intended for meals with staff and residents when residential dining locations are open, high-speed internet access, University of Rochester Cable Television, and a stipend of \$7,500.00. Students in the Warner Higher Ed program may receive additional compensation from their academic department. Term of position is August – Late-May with possible reappointment.**

## **Supervisory and Community Development Responsibilities**

1. *RA Supervision:* The GRD supervises student staff and supports them in their efforts to:
  - a) help build healthy and inclusive residential communities that complement and extend classroom learning,
  - b) create intellectually active residential environments that enhance personal growth and support the academic mission of the College, and
  - c) work with residents to develop a class identity, campus spirit, and pride in the College and the University.

The RA position descriptions should be consulted for a full description of the RA responsibilities, which the GRD supports in a supervisory capacity. The RA position descriptions parallel in many ways the GRD job description and contain additional information on encouraging a positive social environment, creating an inclusive and respectful environment, and fostering intellectual growth, functions in which the GRD must support the staff.

2. *Meetings and Communication:* On a day-to-day basis, the GRD work with the immediate supervisor, Associate Director, Area Secretary, Leadership Programs, other Area staff, departmental staff, and RAs. GRDs lead weekly staff meetings, conduct at least bi-weekly individual meetings with each RA, attend all scheduled GRD staff meetings, and maintain open and frequent communication with the immediate supervisor.
3. *Residency and Active Presence:* The GRD is required to:
  - a) Live-on campus in the assigned apartment space. (refer to separate apartment use agreement for terms,) and
  - b) understand, follow and enforce University policies and regulations and the policy statements of the Office for Residential Life, and
  - c) clear with the direct supervisor, in advance, any absence from campus for weekends or special events including conferences and research trips (approval for this will typically not to exceed one (1) weekend per month) and
  - d) to report for work as designated in advance of all hall openings and to remain for work in the halls until the halls are declared officially secured for recesses and year-end closing. GRDs must stay until their building(s) are determined to be secure on the day the residence halls close and must return no later than noon, before the residence halls opening. GRDs will remain until all staff is checked out, and their building(s) are determined to be secure, typically, two days after commencement.

4. *Leadership and Government:* GRDs support the efforts of Area/Hall Council and Special Interest Housing Programs, which organize to carry out and promote programs that foster student interaction and learning, and which discuss and represent student needs, opinions, and interests.

### **Support and Referral Responsibilities**

1. *Counseling and Advising:* The GRD assists staff in actively listening, seeking appropriate consultation, and making necessary referrals. The GRD is aware of campus resources and helps make staff aware of them. Each staff team will have a designated consultant from the University Counseling Center. It is the responsibility of the GRD to foster this liaison relationship by inviting the consultant periodically to attend staff meetings or gatherings or to meet individually with the consultant.
2. *Emergency Resource:* The GRD staff rotates weekly on-call responsibility. Possessing a working knowledge of procedures to follow in emergencies, the GRD assists RAs, students, staff and University personnel in responding to and resolving crises.
3. *Behavioral Problems:* The GRD assists students in understanding expectations and developing behavioral standards appropriate to group living in an academic institution. When necessary, a GRD may confront individuals whose behavior is unacceptable and, where applicable, refer cases to the student conduct system.
4. *Liaison with Other Departments:* GRD may develop working relationships with key departments and offices such as Office of the Dean of Students, University Counseling Center, Health Promotion Office, Student Activities, International Services Office, University Facilities and Services, Public Safety, Orientation, and others.

### **Training and Administrative Responsibilities**

1. *Staff Development:* GRD participate in all fall, mid-year, and in-service training programs. GRDs coordinate staff development and team-building activities with their immediate staff group.
2. *Administrative Functions:* GRDs have key administrative responsibilities, including check-in/out, staff selection, room draw, program and behavioral reports, maintenance requests, etc.
3. *Opening of Areas:* GRDs will assist the Area Coordinators with building/area opening procedures.
4. *Closing Inspections:* GRDs will assist the Area Coordinators with building/area inspections as part of the billing process.
5. *Additional Duties:* GRDs perform other job-related responsibilities as requested by the immediate supervisor, Associate Director, or other Residential Life staff.

The Office of Residential Life & Housing Services reserves the right to modify this job description, requirements, and compensation as needed.