

**JOB TITLE:** Graduate Assistant for Housing and Residential Education- Apartments

**JOB SUMMARY:**

The Graduate Resident Director (GRD) holds a 25-30 hour/week appointment with Housing & Residential Education, and must be enrolled as a doctoral student in the Higher Education program. The GRD is responsible for the operation of co-educational apartment buildings housing graduate and undergraduate students. The GRD assists in creating an environment which promotes academic success, personal development, and inclusive communities with an emphasis on social justice education. The GRD is supervised by a full-time Resident Director and shares responsibility for administration and supervision of a building with that Resident Director.

**REQUIRED QUALIFICATIONS:**

1. Candidates must have an earned a Master's degree and admission/enrollment in the University of Denver Higher Education doctoral program
2. A demonstrated commitment to diversity and multiculturalism
3. Excellent organizational, planning, interpersonal and communications skills
4. Ability to work independently and as a team member
5. A genuine interest and satisfaction in working with students, faculty and staff

***Preferred Qualifications***

1. Preference will be given to first year students, but all doctoral students enrolled in the Higher Education program are welcome and encouraged to apply
2. Interest, desire and/or experience in the field of housing and residential education or student affairs.
3. An ability and willingness to apply student development theory and concepts in an advising role.

**ESSENTIAL DUTIES AND REQUIREMENTS** (*Include but are not limited to*):

There are unique aspects with each Graduate Resident Director position at the University of Denver. Each GRD is expected to fulfill the following responsibilities, in addition to other duties as assigned:

**Training**

1. Participate in professional staff training in late August before student staff members arrive for fall quarter. Participate in student staff training in August, September, January, and April. This includes creating curriculum guides based on the needs of staff & facilitating discussions.
2. Participate in various retreats and professional development discussions that occur throughout the academic year.

### **Staff Supervision**

1. Directly supervise five Apartment Assistants and assist in the supervision of student staff members.
2. Facilitate staff development through weekly individual meetings, weekly staff meetings, performance feedback conversations & evaluations that support the mission and values of Housing & Residential Education.
3. Hold staff accountable in a timely manner for upholding HRE policies and meeting position requirements and responsibilities.
4. Facilitate various meeting: one-on-ones, staff meetings, staff development activities, department meetings, etc
5. Collaborate with Resident Director regarding supervisory matters.

### **Administration**

1. Implement check-in and check-out procedures during opening and closing periods each quarter.
2. Collect, review, and maintain Residential Education forms such as roommate agreements, resident connection forms & visual checks.
3. Maintain accurate occupancy reports and paperwork associated with assignments.
4. Facilitate building's room change night on a quarterly basis.
5. Establish and maintain accurate budgeting system for programming and building budgets.
6. Hold a minimum of 10 posted office hours per week.
7. Responsible for staffing desk during hours of operation with Apartment Assistants
8. Create and oversee duty coverage in apartments 24hrs a day, 7days a week, including holidays

### **Facility Ownership**

1. Conduct weekly walk-through of the buildings.
2. Follow up in a timely manner on maintenance and custodial issues.
3. Address student facility concerns and coordinate facility improvement efforts.
4. Attend weekly maintenance and custodial meeting.

### **Student Conduct**

1. Consult with and assists the supervisor in developing an educational system for handling student conduct. This involves individual/group conduct meetings, attending and facilitating floor meetings when necessary and updating conduct database.
2. Submit appropriate paperwork to the Office of Student Conduct when conduct meetings are completed.
3. Ensure that all conduct cases are handled according to guidelines set forth by HRE and the Office of Student Conduct.
4. Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community.

### **Individual Student Development**

1. Meet with students to discuss roommate concerns, substance abuse issues, and other personal concerns. Act as a referral agent to other university resources, including the Health and Counseling Center, Academic Advising, Career Center, etc.
2. Collaborate with supervisor on all student and staff concerns.

3. Work with students to develop intentional, positive behavior, cognitive, and affective growth in the areas of diversity, multiculturalism and social justice.

#### **Department-Wide Duties**

1. Attend departmental meetings, assists in developing departmental goals and objectives, and serve on one departmental committee.
2. Assume responsibility related to student staff selection and training as well as professional staff selection and training.
3. Serve on weekly Administrator-on-call (AOC) duty rotation for DU students. The AOC must remain close to campus and can be reached 24 hours a day in order to respond to emergencies and/or requests for assistance. Follow designated procedures when consulting with Senior Administrator-on-Call.
4. Collaborate with other departments and offices on campus.
5. Actively commit personally and professionally to diversity, multiculturalism and social justice initiatives brought forth by HRE and the DU community.
6. Demonstrate an on-going commitment to the principles of multiculturalism and diversity through hiring practices, training and development programming, campus collaborations, and/or involvement and participation in university/divisional multiculturalism and diversity projects or initiatives.
7. Contribute to departmental environmental sustainability efforts.

#### **Requirements**

1. Be enrolled and maintain good academic standing in the Higher Education program throughout the course of employment.
2. No other employment may be held during duration of the GRD contact without prior permission from supervisor.
3. Part of breaks (winter, spring & summer) will require GRD presence on campus and/or involvement with committee tasks and other responsibilities.
4. Follow all University of Denver and Housing & Residential Education policies and procedures appropriately.
5. Work an average of 25-30 hours/week with increased workloads at the beginning and end of each quarter; Appointment period is 12 months

#### **COMPENSATION:**

1. Tuition waiver covering classes required for the Higher Education doctoral degree program (24 credits per academic year).
2. Stipend - \$12,750 per academic year
3. Allocation for professional development of \$250 (conference attendance, travel, etc.).
4. Meal plan while school is in session (does not include break periods).
5. Student health insurance plan (provided starting in the fall quarter and maintaining enrollment throughout the academic year).
6. Furnished one-bedroom apartment in the DU apartments with all utilities, cable, internet, and local phone service paid. The apartment is free of charge during the appointment period.