



Housing and Residence Life – Resident Director

Graduate Assistant Job Description

The Resident Director (RD) is a full-time graduate student who creates a community conducive to learning by living and working alongside the residential student population. The RD is responsible for creating developmental opportunities for students and providing supervision of the paraprofessional student staff in the assigned community. Significant evening and weekend work is required. The RD reports directly to a Residence Life Coordinator (RLC).

Leadership & Supervision

- Lead students by role modeling involvement in the residential and campus communities
- Supervise, develop, and evaluate 5-16 Resident Assistants
- Assist with the selection, training, and recognition of student staff
- Coordinate the implementation of needs-based programming
- Provide proactive educational interventions to minimize behavioral issues
- Advise the hall council in the assigned building
- Support the events of and encourage involvement with the Residence Hall Association (RHA).

Crisis Response & Student Conduct

- Advise and refer students on matters of personal, social, and academic concern
- Mediate student conflicts
- Ensure documentation of student policy violations
- Adjudicate conduct violations
- Carry out crisis response plans as situations arise
- Participate in rotating weekly duty model

Operational Support

- Support and implement the mission, vision, and goals of the University, SAEM division, and HRL department
- Report student issues through appropriate channels in a timely manner
- Administer the operational and facilities functions of the residence hall
- Coordinate opening, closing and break coverage of the residence hall
- Serve on at least one assigned committee or project each semester.
- Assist with major department events and functions such as training, selection processes, room sign-up, and large-scale programming

Compensation and Work Schedule

The RD's tuition waiver and stipend (\$800/month) is compensation for working approximately 20 hours each week. Full tuition waivers are offered for in- or out- of state residents.

RDs receive living accommodations at no cost as compensation for evening and weekend hours worked beyond the 20 hour prescribed workweek. In general, the RD can expect to have about 10 hours each week of evening oriented responsibilities when not on duty. There may be additional evening responsibilities during duty rotation weeks.

Conditions of Employment

- Resident Directors must enroll for a minimum of nine and not exceed twelve credit hours of graduate study each semester the assistantship is in effect
- Resident Directors must reside in the assigned apartment in one of our residential communities.
- Resident Directors must maintain a minimum cumulative grade point average of 3.0
- Resident Directors may not hold any other assistantship, fellowship, or other employment—including work-study either within or outside the University

Period of Employment

- The Resident Director position is a 9-1/2 month appointment. Appointments for the academic year will begin in mid-July and end in early May.
- Resident Directors will be required to remain on campus during usual academic break periods and holidays (Labor Day, Thanksgiving Break, Winter Break, MLK Holiday, and Spring Break) if they are scheduled to be on-call during those times
- Reappointments are offered based upon successful fulfillment of expectations, evaluation, academic performance, and continued enrollment in the University
- Summer employment may be available (contingent upon staffing needs), with hiring priority given to current staff

Housing and Residence Life at UWG commits to:

- Provide RDs with community and campus orientation
- Build a connected team amongst all levels of staff
- Provide annual and on-going training
- Help GAs to discover interests and offer opportunities for professional growth
- Offer feedback, formally and informally, throughout the year
- Challenge and support live-in staff to achieve a sense of balance between work and personal life
- Assist RDs as they prepare to take their next professional step