

Gonzaga University

Department of Housing and Residence Life

Job Description: Graduate Residence Director

29 hour/week, 10 Months, Graduate Student



Job Purpose:

Gonzaga University is currently recruiting for the position of **Graduate Residence Director** (GRD). Candidates must be enthusiastic, highly motivated with a strong student-centered approach and focus. The **GRD** is responsible for creating communities that foster personal growth and student involvement on one block of residence halls in conjunction with a full-time Residence Director. Supervised directly by a full-time Residence Director, this graduate student position is a live-in, 10-month employee that encourages positive communities and effective administration of a block of residence halls consisting of 550-650 undergraduate students. The GRD supports the Jesuit mission of *cura personalis* (care for the whole person) by facilitating student and community development that encourages positive communities and effective administration of a block of residence halls through personal interactions and the development of educational programming. Working with the full-time Residence Director and an undergraduate Assistant Residence Director, the **GRD** supervises and coaches an Assistant Residence Director and Resident Assistant staff, providing challenge and support to them in the areas of their academic and job responsibilities, leadership skills, and personal growth. The Housing and Residence Life Department is part of the Division of Student Development and Graduate Residence Directors are members of an active professional Residence Life team. This position works an average of 29 hours per week - this average is an estimate and subject to change as peak times require more hours per week, i.e. opening, closing, additional training, etc. While this position is a 10-month live in role, the responsibilities for the GRD position expand from roughly late June to mid-May dependent on relocation, professional staff training, and fall student staff training timelines.

Essential Functions:

- Under the direction of a full-time Residence Director, supervise and coach residence life student staff.
 - Recruit, select, and train new and returning staff members.
 - Supervise Assistant Residence Directors and Resident Assistants.
 - Meet regularly with staff individually and conduct weekly staff meetings.
 - Direct, monitor, assess and evaluate staff work assignments and workflow.
 - Disseminate information, provide training experiences, direct professional growth and develop a sense of team cohesiveness.
 - Provide challenge and support in the areas of academic workload, job responsibilities, leadership skills, and personal growth.
- Maintain a visible presence in the residence halls through participation in residence functions, attendance at resident meetings (including Block Council), involvement in student events, and frequent walk-throughs of the block.
- Create and maintain vibrant communities that contribute to the development of the whole person—mind, body, and spirit.
- Co-direct, through the Resident Assistants, educational programming for student growth; including the development of interpersonal skills, engagement with issues of social justice, academic goals, career objectives, healthy personal lifestyle choices, and an appreciation of diversity.

- Direct opportunities for student growth and community development that reflect the university's Jesuit, Catholic, humanistic mission.
 - Develop interpersonal skills
 - Create inclusive, socially just living environments.
 - Promote academic achievement and vocational discernment.
 - Foster healthy personal lifestyle choices.
 - Cultivate an understanding of diversity and inclusion.
- Respond and monitor student behavioral concerns in partnership with the Center for Cura Personalis and the Resolution Center for Student Conduct and Conflict.
- Serve in the on-call and crisis response rotation for all residential (off campus as required)
- Participate in system-wide Residence Life management duties.
 - Advising small and large student groups.
 - Managing program review.
- Assist with and in some cases, direct, day-to-day housing operations for the block including hall openings and closings, room changes, and damage assessments.
- Assist with the creation of a block budget and maintain block and block council account tracking.
- Assess and monitor the maintenance and custodial upkeep of the physical facility.
 - Responsible for oversight of multimillion dollar facilities.
- Serve on and potentially lead major departmental processes and procedures.
- Review and revise departmental operational procedure.
- Design and facilitate specific educational environments that promote student learning and development. For example, first year experience curriculum, second year experience curriculum.
- Provide input to department, division, and university initiatives through collaborative work efforts.
- Work with students to manage roommate conflicts and communicate with parents as necessary.

Minimum Qualifications:

- Bachelor's degree
- Full-time enrollment in a graduate degree program at a university
- Previous undergraduate student leadership experience
- Demonstrated passion and commitment to college student life
- Ability to relate well, develop, and be a mentor to a diverse population of college students
- Experience in encouraging the planning, coordinating, and facilitating of creative student events and approaches to community development
- Demonstrated skill in individual and team development
- Understanding and support of the Jesuit, Catholic, humanistic mission in the context of a liberal arts university
- Strong interpersonal skills
- Excellent written and verbal communication

Preferred Qualifications:

- Experience working in Residence Life
- Ability to respond well in crisis
- Supervision experience

