specific Duties

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 others that may be assigned throughout the year:

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 to nine Resident 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 not 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 other pro-staff members in building 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.

Facility Ownership
1. Conduct weekly walk-throughs of the building.
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.

Programming and Advising
1. Supervise programming initiatives for the residence hall including supporting, motivating, and educating staff in their programming efforts.
2. Coordinate evaluations of programs, and maintain program budgets.
3. Actively participate, recruit and facilitate the HUB in conjunction with other HRE grads.

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, updating conduct database, and consulting with Resident Assistants about approaches to student behavior.
2. Submit appropriate paperwork to the Office of Citizenship & Community Standards when conduct meetings are completed.
3. Ensure that all conduct cases are handled according to guidelines set forth by HRE and the Office of Citizenship & Community Standards.
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 College Student Development 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; Contact length varies between 10-11 months based on the University calendar.