Graduate Resident Director  
Housing and Residential Education

To Apply: Complete the [online application](#) by January 15, 2019 for full consideration.

**Position Detail**

The Graduate Resident Director (GRD) holds a 25-30 hours/week appointment with Housing & Residential Education, and must be enrolled in the Higher Education Masters Degree Program. The GRD shares in the responsibility for the operation of a co-educational residence hall community or apartment community. The GRD assists in creating an environment which promotes academic success, personal development, and inclusive communities with an emphasis on social justice education. Each GRD is supervised by a full-time Resident Director and shares responsibility for administration and supervision of a community with the Resident Director.

**Required Qualifications**

- Be enrolled and maintain good academic standing in Masters of Higher Education program throughout the course of employment.
- No other employment may be held during duration of the GRD contract without prior permission from supervisor.
- Part of breaks (winter, spring & summer) will require GRD presence on campus and/or involvement with committee tasks and other responsibilities. The entire month of August and the first two weeks of Winter Break include mandatory training for GRDs.
- You may be required to be present on-campus or serve on-call during a national holiday.
- Follow all University of Denver and Housing & Residential Education policies and procedures appropriately.
- 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.

**Summary of Responsibilities**

There are unique aspects with each Graduate Resident Director position at the University of Denver. Not all communities are identical in student population and supervision responsibilities. Each GRD is expected to fulfill the following responsibilities, in addition to others that may be assigned throughout the year:

**Training & Development**

1. Participate in professional staff training in early August before student staff members arrive for fall quarter and in early December. Participate in student staff training in August, September, January, and April. This includes creating curriculum guides & facilitating trainings.
2. Assume responsibility related to Resident Assistant selection as well as professional staff selection.
3. Participate in various professional development discussions and retreats that occur throughout the academic year.
4. Attend departmental and divisional meetings, assist in developing departmental goals and objectives, and serve on at least one HRE committee that aligns with HRE's core values.

**Inclusive Excellence/Social Justice**

1. Create an inclusive, welcoming, and safe environment that respects all voices of RAs, students, and peers through dialogue, addressing concerns and student crises, training and development of staff, and initiatives brought forth by HRE and the DU community.
2. Support student development by working with student staff to develop intentional, positive behavior, cognitive, and affective growth in the areas of diversity, multiculturalism, and social justice within your role.
3. Address any inappropriate or discriminatory behaviors and ensure that residents or RAs are educated in a professional, respectful, and caring manner.
4. Participate and actively commits personally and professionally to developing in the areas of diversity, multiculturalism, inclusive excellence and social justice.

**Resident Assistant Supervision**
1. Directly supervise up to ten Resident Assistants and assist in the co-supervision of all Resident Assistants.
2. Facilitate staff development through weekly one-on-one 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. Consult with Resident Assistants about approaches to student behavior.
5. Collaborate with Resident Director, Graduate Resident Directors and Desk Managers 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 room change day on a quarterly basis.
5. Establish and maintain accurate budgeting system for programming and building budgets.
6. Hold a minimum of 10 office hours each week.
7. Communicate with housing operations staff regarding facilities and custodial concerns in a timely manner.

**Student Conduct and Duty**
1. Consult with and assist the Resident Director and Assistant Director of Student Rights and Responsibilities in implementing the 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 Rights and Responsibilities 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 Rights and Responsibilities.
4. Serve on weekly Administrator-On-Call (AOC) duty rotation for DU students. The AOC must remain close to campus and be able to be reached 24 hours a day to respond to emergencies and/or requests for assistance. Follow designated procedures when consulting with Senior Administrator-On-Call.
5. Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community.

**Community Development and Advising**
1. Foster community development by supporting, motivating, coaching, and educating staff for all social and building wide programming efforts to meet all Community Development Model requirements to maximize students’ experience in the community.
2. Be visible in building and work to create a sense of belonging for residents
3. Coordinate evaluations of programs and maintain program budgets.
4. Attend community-wide programs put on by RAs.
5. 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, Student Outreach and Support, Title IX and Equal Opportunity, and Center for Advocacy, Prevention, and Empowerment, etc.
6. Collaborate with supervisor on all student and staff concerns.
7. Advise a college-aged group of students in or outside of the HRE department.

Compensation
- Tuition: up to 24 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding
- $11,250 stipend per academic year, unlimited meal plan while classes are in session, furnished 1-bedroom apartment

Start Date
- August 5, 2019