Division Information
Student Affairs & Inclusive Excellence (SAIE) is the central student affairs division of the University of Denver.

SAIE supports students in their holistic development through advocacy, collaboration, and education; and we strive to be full partners in students’ learning experience. SAIE values student centricity; diversity, equity, and inclusion; collaboration; adaptability; and accountability. The Division’s strategic priorities are:

- Enrich the holistic student experience
- Elevate & Embed diversity, equity & inclusion
- Engage purposeful partnerships
- Enhance staff development, learning & well-being
- Enact sustainable practices & operations

SAIE includes Housing and Residential Education, the Health and Counseling Center, Student Engagement and the 4D Experience, the Dean of Students Office, and Budget, Operations, and Divisional Resources. Additional details at https://studentaffairs.du.edu

Unit Information
The Housing and Residential Education (HRE) team at DU is committed to providing housing and support services for over 3,000 on-campus students. HRE strives to cultivate a community that not only encourages academic excellence and achievement but also nurtures personal growth and development, fosters a culture of respect and inclusivity, champions diversity, promotes community service, and fosters leadership among an engaged staff and student body.

For more information please visit https://studentaffairs.du.edu/housing.

Position Detail:
The Graduate Resident Director (GRD) works under the supervision of a Resident Director or Community Director. The GRD directly supervises, trains, and evaluates a team of 5-12 student staff. The GRD is responsible for supporting the day-to-day operations of a residential community, implementing HRE’s Residential Education Model (REM), and nurturing a vibrant social environment that cultivates a sense of belonging, well-being, and safety among residents for their assigned residential community.

Summary of Responsibilities
Leadership & Supervision
- Directly supervise, develop, and evaluate a team consisting of 5-12 student staff.
- Help create and facilitate developmental opportunities for undergraduate student staff.
- Regularly provide formal and informal feedback regarding job performance to student staff.
- Establish and maintain a culture of accountability and professional & personal growth.
- Facilitate regular meetings and one-on-ones with direct reports.

Community Development & Student Leadership
- Assist with implementing HRE’s Residential Education Model (REM) for their residential community, including integration of DU’s 4D Student Experience.
• Plan and support community-wide events for their residential community.
• Serve as primary advisor for Hall Council of their residential community.

Student Care & Conduct
• Serve as an Administrator for the Office of Student Rights & Responsibilities (SRR), investigating and adjudicating potential violations of the Honor Code or Community Standards.
• Serve as a Student Support Advisor for the Office of Student Care & Outreach (SOS), providing support for students with wellness or well-being needs.
• Regularly review incident reports and referrals for their residential community and support additional responses as necessary.

Departmental Initiatives & Special Projects
• Support HRE’s diversity, equity, and inclusion initiatives, including leading DEI initiatives for their residential community.
• Serve on 1 departmental standing committee during the second year of employment, with an option of serving on a standing committee during the first year with supervisor support.
• Attend events and programs sponsored by HRE and/or SAIE that periodically occur outside of standard business hours, including evenings and weekends.

On-Call
• Serve on Administrator-on-Call (AOC) rotation, supporting critical incident and crisis response for the DU community.
• Serve as the primary point-of-contact for key campus partners and leadership in the event of a crisis or critical incident.
• Provide consultation to student on-call staff.

Administrative
• Support opening and closing for their residential communities including, but not limited to, resident move-in or move out, check-in and check-out processes, and damage billing.
• In collaboration with the Residential Operations team, support room switches and other administrative actions.
• Other duties as assigned.

Required Qualifications
• Candidates must have an earned Bachelor’s degree AND admission/enrollment in the University of Denver Higher Education Master’s program for 2024-25.
• Maintain full-time graduate student status at the University of Denver
• Commitment to equity and social justice.
• Evening office hours and occasional weekend commitments are expected.

Preferred Qualifications
• Undergraduate experience in housing and residence life, or a similar field within student affairs and higher education.
• Strong operational experience.
• Experience facilitating programs or events for undergraduate students.

Compensation and Work Dates*
  • Tuition: up to 24 credit hours per year in the DU Morgridge College of Education, pending available funding
  • Stipend: at least $14,009/school year, paid monthly
- Housing: a furnished 1-bedroom apartment
- Meal Plan: a Staff 175 Block Meal Plan while classes are in session
- Other: DU Health & Counseling Fee and Student Health Insurance (visit https://studentaffairs.du.edu/health-counseling-center/insurance-plans-fees)
- Work dates: likely late July or early August through early June, with academic breaks off and specific schedule to be determined

*Details for some positions, like these GRDs, will vary slightly from other roles.*

**TO APPLY**

Please submit a current resumé and cover letter to Thomas.walker@du.edu (SAIE Sr Project Manager).

- Your cover letter should clearly indicate which specific GSA position you are applying for, and summarize how your knowledge, skills and experiences match the job duties and requirements.
- If applying for multiple positions, we highly recommend submitting a separate application for each. (Duties and requirements vary; so a single letter covering all would be very challenging to do well.)
- We expecting to hold Zoom interviews in the week following Morgridge’s mid-February 2024 Interview Days.
- We will continue to accept applications until positions are filled, and/or may update or withdraw postings entirely.