**Job Posting for 2025-2026**

**Graduate Resident Director**

Housing and Residential Education

Number of positions available: 4

**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.

**About Housing & Residential Education**

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 4-12 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. GRDs also serve as a member of the Administrator On-Call (AOC) rotation. This position is expected to work 20 hours per week. Hours may vary during peak periods.

**Summary of Responsibilities**

Leadership & Supervision

* In collaboration with their supervisor, develop, supervise, and evaluate a team of 4-12 student staff.
* Assist with the creation and facilitation of developmental opportunities for 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.
* Assist in hiring student staff for the upcoming academic year in collaboration with the Residential Education team.

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 at least two community-wide events per quarter for their residential community.
* Serve as the primary advisor for the Hall Council of their residential community.

Student Care & Conduct

* Serve as a Case 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 and follow-up as necessary.
* Respond to interpersonal challenges in the residence hall including, but not limited to conflict mediation, coaching, and resource referrals.

Departmental Initiatives & Special Projects

* Support HRE’s diversity, equity, and inclusion initiatives, including leading DEI initiatives for their residential community.
* Participate in departmental workgroups and collateral assignments with supervisor support.
* Attend and lead events and programs sponsored by HRE and/or SAIE that periodically occur outside of standard business hours, including evenings and weekends.

On-Call

* Serve in a weekly Administrator-on-Call (AOC) rotation, supporting critical incident and crisis response for the DU residential 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

* Attend, participate, and lead standing departmental meetings.
* 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 earned a Bachelor's degree*,* admission to, and enrollment in the University of Denver’s Higher Education Master’s program for 2025-2026.
* Maintain full-time graduate student status at the University of Denver.
* Ability to reside on campus and serve in an on-call capacity, which may require responses after traditional business hours, on nights, on weekends, and on holidays.
* Commitment to equity and social justice.
* Evening and occasional weekend commitments are expected.

**Preferred Qualifications**

* Experience in housing and residence life, or a similar field within student affairs or higher education.
* Strong administrative experience.
* Experience facilitating programs or events for students.

**Compensation and Work Dates\***

* **Tuition:** up to 24 credit hours per year in the University of Denver’s Morgridge College of Education (Morgridge), pending available funding
* **Stipend:** at least $14,429/school year, paid monthly
* **Housing:** a furnished studio or 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: Move-In information will be shared during the hiring process. GRD training begins on August 4th, 2025.

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

**TO APPLY**

Please submit a current resumé and cover letter to Jackalynn Mayfield (Assistant Director of Recruitment & Development for HRE) at [HRE.Recruitment@du.edu](mailto:HRE.Recruitment@du.edu) by 5 PM on Monday, February 24th.

* Your cover letter should summarize how your knowledge, skills, and experiences match the job duties and requirements.
* If applying for multiple GSA positions, we highly recommend submitting a separate application for each. (Responsibilities and requirements vary, so a single letter covering all would be challenging to do well.)
* We expect to hold Zoom interviews soon after applications are submitted.
* We will continue to accept applications until positions are filled, and/or may update or withdraw postings entirely.