



POSITION DESCRIPTION 2017-2018

Office of Residential Life and Learning (ORLL)
Tufts University

POSITION TITLE: Graduate Residence Director

SUPERVISOR'S TITLE: Assistant Director

START DATE: August 1, 2017

DESCRIPTION:

Graduate Residence Directors (GRD) live in a community of undergraduate residents and assume primary responsibility for managing the day-to-day operation of their assigned residence halls. This position is an academic year commitment, with GRDs performing duties while Tufts University is in session. (Time off is concurrent with the academic schedule, i.e. Thanksgiving recess, Winter Break, and Spring Break). Responsibilities include supervising the First Year Advisors (FYAs) & Community Development Advisors (CDAs), shaping an inclusive environment that supports the academic and personal needs of the community, and developing a living experience that emphasizes ownership for a safe and healthy environment for all of its members.

QUALIFICATIONS:

- Bachelor's degree
- Enrollment in a graduate degree program (does not have to be a Tufts graduate program)
- Experience in Residential Life/Student Affairs
- Experience in Management and/or supervision
- Demonstrated experience with diverse populations
- Ability to live within assigned apartment full-time
- Availability of 10-15 hours per week 9-5pm Monday-Friday; Some weekend work required
- Must pass criminal background check
- Superior verbal and written communication skills
- Demonstrated initiative and leadership ability
- Flexibility, approachability, and enthusiasm

JOB RESPONSIBILITIES:

Supervision

- Provide supervision, support, and assistance to a student staff of roughly 15 FYAs & CDAs
- Conduct weekly staff meetings
- Conduct biweekly 1-on-1 meetings with staff members to check in and provide feedback
- Formally evaluate each staff member's performance annually
- Assist with FYA and CDA training by planning and facilitating training sessions
- Participate in FYA/CDA recruitment, interviewing, and selection

Community Shaping and Engagement

- Support and participate in staff programming efforts
- Monitor the quantity and quality of FYA/CDA programs
- Develop and implement social and educational programs with FYA/CDA staff
- Attend residence hall events and programs on a regular basis
- Collaborate with in-residence partners, including Scholars in Residence, College Transition Advisors, ACE Fellows, Eco-Reps
- Become acquainted with residents in your buildings through weekly walkthroughs

- Publicly advertise and host at least 5 drop-in hours per week
- Conduct building and floor meetings as necessary

Resource and Referral

- Represent ORLL in a professional manner
- Refer students to campus partners and resources
- Provide information about University Code of Conduct and Student Handbook
- Monitor and report concerns to the Assistant Director

Community Standards

- Set expectations based on residential policies and University Code of Conduct
- Encourage residents to take ownership of their community
- Maintain fairness and consistency when dealing with infractions of policies and community standards
- Show good ethical judgment
- Mediate roommate conflicts and coordinate resolutions and reassignments
- Assign the on-call schedule for your FYA/CDA team
- Participate in GRD on-call duty rotation
- Participate in the Residential Judiciary Board's hearings

Housing Operations and Administrative Responsibilities

- Be available in assigned residence hall(s) on all student move-in and move-out days
- Oversee the opening and closing processes in your respective area
- Discuss maintenance and facilities issues at weekly staff meetings
- Assist students in communicating facilities problems to Facilities
- Submit maintenance requests to Facilities
- Request furnishings and equipment for residence halls through Residential Facilities
- Coordinate Health and Safety Inspections with FYA/CDA staff
- Assist with housing lottery
- Complete other duties as assigned

Time Commitment:

- Attend all staff trainings and GRD meetings, beginning August 1, 2017
- Dedicate 10-15 hours per week to GRD role, inclusive of weekly staff meetings and bi-weekly 1-on-1 meetings, and programming)
- Meet weekly with Assistant Director
- Participate in GRD on-call rotation, at least 2 weeks per semester
- Remain on campus until residence halls close at each semester's end (December 22, 2017 and May 21, 2018)
- Prioritize GRD role and communicate with Assistant Director to determine scheduling of other commitments

IMPORTANT INFORMATION

- Pets are not allowed, except fish in a maximum 10-gallon tank
- Residence Directors may not have an intimate relationship with a current Tufts University undergraduate student

REMUNERATION:

- 10-month contract with \$8810 stipend (divided up monthly from August through May)
 - Summer work assignments (10-15 hours per week) negotiable in exchange for summer housing
- Assignment to an unfurnished apartment within a residence hall
- Local phone, internet, and cable television service

Send cover letter, resume, and contact info of three professional references to:

ReslifeRecruitment@tufts.edu

Applications will be reviewed on a rolling basis. Priority will be given to those applicants who submit materials by Friday, March 17, 2017.

Candidates who apply by March 17 will be notified of their status no later than Wednesday, April 19, 2017.