



Department of Residence Life

**Graduate Resident Director  
GENERAL POSITION ANNOUNCEMENT, 2015-16**

**General Description**

The Graduate Resident Director (GRD) is a live-in, graduate student staff member contributing to the successful provision of services, resources and programs in Creighton's residence halls and apartment communities (hereinafter referred to as 'Hall'). The GRD provides hall level leadership to create an orderly environment that supports academic and personal pursuits of all residents. This includes, but is not limited to, supervising and developing staff that as a team purposefully develop community and residents, inform residents about pertinent community news/announcements and support their engagement in academic and co-curricular pursuits; mediate roommate conflicts, adjudicate possible policy violations, and provide administrative oversight for the successful provision of all security, facility and other functions of a Hall. The Graduate Resident Director reports through a full-time Resident Director (RD), working as part of the RD/GRD team to provide leadership for the assigned hall(s) and across the department. GRDs serve across a 12-month employment period beginning June 1 and ending May 31 of the following year.

**Qualifications**

- Bachelor's degree with a G.P.A. of 3.0 is required.
- Enrollment in one of Creighton University's Master's Degree programs (e.g. Counseling, the Werner Institute for Dispute Resolution, Interdisciplinary Leadership)
- Prior residence hall staff experience is preferred and will be used as an initial criterion in evaluating candidates.

**Academic & Student Responsibilities**

A Q.P.A. of 3.0 must be maintained in graduate field of study while employed in the Graduate Resident Director role. Full-time graduate work consists of nine (9) credit hours of graduate course work, and a GRD must be enrolled in a minimum of six (6) hours during the fall and spring semesters. All Residence Life staff must live out and model all expectations in full as outlined in the *Creighton Student Credo*, the *Creighton University Student Handbook*, the *Residence Life Montserrat*, and the *Department of Residence Life Student Staff Employment Agreement*. To maintain employment, a GRD must remain in good standing (i.e. not on Probation) with the university in academic and/or conduct realms.

**Graduate Resident Director Responsibilities will include some combination of the following, as determined in consultation with the Resident Director / Supervisor:**

Student & Community Development

1. Promote community & personal development in the context of a Jesuit, Catholic liberal arts institution.
2. Support, advise and encourage floor program development through the Resident Advisors and floor community members
3. Co-Advise the assigned building(s)' Residence Hall Council(s) general assembly and Residence Hall Council Executive Board(s) with the Assistant Resident Director(s), to build community and receive student input for community programming and issues. Regularly attend the department-wide Inter Residence Hall Government (IRHG) meetings
4. In conjunction with the RHC's Service, Faith and Justice Executive, coordinate efforts with and attend the community's Omaha-area Community Partner site monthly; provide reflection opportunities and track resident attendance
5. Oversee development and distribution of communications and promotions of hall business and activities through social media, newsletters or other avenues
6. Meet with the RD to update them on resident concerns and hall issues.
7. Maintain a minimum of ten regularly scheduled office hours per week, two of which are held working at the front desk.
8. Recognize the special contributions of individual residents and staff members.

Student Staff Supervision, Training

1. Directly or co-supervise Resident Assistants (RA), House Advisors (HA) and Assistant Resident Director (ARD).
2. Continually develop and train RAs, HAs and ARDs in individual and group/team efforts.
3. Oversee supervisory and administrative efforts of the ARD who directly supervises 24-hour Desk Operations for the building, to include:
  - a. Ensure proper Desk Receptionist (DR) supervision including training, proper records for payroll, monthly meetings with DR staff and ongoing development of the DR staff for that specific hall.

**Our Residential Student Competencies:**

Service, Faith & Justice • Identity Establishment & Exploration • Life Skills Development • Diversity & Inclusivity • Relationship Development • Transitions

- b. Ensure Desk Receptionists enforce departmental policies and procedures in regards to the front desk, hall access/security, and general policy enforcement.
- c. Expect the ARD to hold monthly Desk Receptionist meetings, providing training and supervisory updates. (Attend most of these meetings w/ ARD)
- d. Assist the RD in reviewing individual incidents, duty scheduling, and in tracking problems within the building.

#### Student Care & On-Call Duty

1. Perform on-call duty on rotating basis with the other G/RDs, 365 days a year for the Creighton University campus. The Resident Director on Duty (RDOD) serves as the first-responder for the Division of Student Services in the residence halls, dining halls and university grounds when needed.
2. Serve as a Center for Student Integrity (CSI) Hearing Officer for select cases
3. Respond to the personal needs and concerns of the residents and their families, while keeping the RD and other appropriate university leaders informed of personal needs and concerns of these students.

#### Administration & Facility Operations

1. Oversee and maintain facility maintenance reports and the key/card inventory for the assigned hall(s)
2. Develop and maintain accurate budgets for hall programming, desk staffing and Residence Hall Councils
3. Maintain accurate records of room assignments, Room Inventory Forms, check-ins/check-outs, occupancy reports, emergency information and other operational information relevant to the hall
4. Ensure weekly inspections of the building's physical environment; coordinate and conduct regular health and safety inspections
5. Communicate regularly with the RD and the ADRL-Operations to update on facility issues

#### Departmental & University Duties

1. Attend Residence Life and PST (Programming, Staffing, Training) staff meetings, Hall-, Pod-, Freshman- or Sophomore- Program, and In-Service Training sessions
2. Meet individually in 1-1s with the RD on a bi-weekly basis and monthly with other GRDs
3. Provide information regarding above duties at Departmental and area staff meetings, and in 1-1 meetings with RD
4. Provide oversight and completion of assessment activities in regards to student learning through programs, activities and events
5. Participate in department/university committees aimed at encouraging student and community development and campus improvement (as this part-time role allows)
6. Participate as a full member of the Division of Student Life in staff development and other professional opportunities and expectations
7. Provide direction as appropriate for the summer conference use of the assigned hall(s)
8. Complete other duties as assigned by the RD or senior staff members of the Department of Residence Life

#### **Remuneration**

This 12 month, live-in appointment provides tuition, room and board, and a stipend as follows: 1) graduate studies tuition (cap of 22 credit hours per year at the Graduate College rate; 2) a furnished apartment and meal plan; and, 3) a \$4000/year stipend.

During the academic year, this position requires a minimum 20-hr per week, plus On-Call duty responsibilities. It is understood that due to the nature of the work there may be weeks that are above or below the hours listed, and evening & weekend obligations are common. During the summer this position is considered a 30-hr per week position, twenty of those hours in direct service to the assigned hall as described above and a 10 hrs/week in a departmental Collateral assignment. On-Call duty responsibilities include all holidays and breaks, which are shared equally across the team.

A Graduate Resident Director is permitted to work up to an additional 8 hours at a front desk for hourly pay with the permission of the RD; it is understood that additional hours worked at the GRD's assigned Hall(s) desk could be perceived as a conflict of interest and should be avoided. All other employment opportunities must be approved in advance by the RD for suitability against this primary role. Student staff members who receive room and/or board as a condition of scholarship, award or grant cannot receive a cash equivalent for the Graduate Resident Director room and board benefit.

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Revised.2014.11.06 (kg)