Job Description – Present a one paragraph description of the purpose for this position.

The Graduate Resident Director (GRD) is an academic year live-in graduate assistantship that reports to an Assistant Director of Residence Life. Each GRD has responsibility for assisting with the leadership of a residence hall. Graduate Resident Directors assist an Assistant Director with the responsibilities in supervision of staff, advising student organizations, developing community, development of educational and social programming, responding to student behavioral concerns, providing academic and personal support for students, assisting with facility management responsibilities, and administrative responsibilities. The GRD works an average of 20 hours per week; the schedule is flexible. During opening and closing of the Residence Halls more time is usually required.

Job Functions/Responsibilities

- Live in Residence Hall
- Staff Supervision
- Student Organization Advising
- Community Development & Programming
- Facility Management
- Administrative Responsibilities
- Provide Academic and Personal Support for Students
- Professionalism and Confidentiality
- Emergency Response/On-Call Duty
- Other Duties as Assigned

Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.

- Preference is given to candidates with previous residence hall and student leadership experience.
- Ability to participate in an extensive training program. Training is unpaid and traditionally begins during the beginning of August and continues until the start of the school year. Additional training occurs the week prior to the beginning of the Spring Semester.
- Prior to employment, candidates must be unconditionally admitted as a full-time graduate student at Slippery Rock University and be enrolled for a minimum of 9 credits per semester during the length of employment.
- Demonstrated ability to work independently to provide leadership for staff and students and work as a contributing member of a team.
Demonstrated ability to develop and maintain positive relations with students of diverse backgrounds and interests.

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<th>Graduate Student Outcomes – List the skills/abilities the graduate assistant can expect to learn in this position.</th>
<th>Time management, conflict resolution, mediation, supervising a staff, facilitation, advising a student organization, program planning, managing a budget, multiple computer program proficiency including but not limited to work with Symplicity, Alarm Monitoring (BASIS) and the Desk Staff System.</th>
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Appropriate SRU Graduate Majors – List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences.

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<th>Preference is given to candidates enrolled in Master’s Degree programs concentrating in: Counseling, Education, or Student Affairs in Higher Education.</th>
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Supervisor’s Expectations – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule.

Graduate Resident Directors (GRD) are para-professional staff members who are both directly and indirectly responsible for numerous tasks, projects, and programs intended to respond to the needs and interests of on-campus students, especially those in their respective building. GRDs will, out of necessity, have impact upon individual students, student groups, Community Assistants, Desk Assistants, colleagues, and other members of the University community. You should demonstrate and continually strive to improve upon the characteristics and skills that will earn you, the Office of Residence Life and the Division of Student Affairs, the respect of those with whom you work.

Graduate Resident Directors will be expected to maintain confidentiality while working in a variety of areas within the Housing and Residence Life Department; i.e., facility management, programming, conduct, meeting attendance, employee discipline, advising House Council, supervising the Community Assistant staff, on-call duty rotation, emergency response, etc.

The Graduate Resident Director has a flexible schedule. Be prepared to be available, upon request, during emergency or unique circumstances. If you are a required by your academic department to maintain a practicum/internship that takes you away from campus, you are not permitted to or schedule to go, on two consecutive business days.

Graduate Resident Directors may not be involved in violations of the Student Code of Conduct. In the event that an appointed staff member is involved in a violation of the Student Code of Conduct prior to or during employment, the incident will be reviewed through the employee discipline process and their supervisor, in consultation with the Director of Residence Life, will make a subsequent recommendation for employment action.
| **Supervisor's address:**       | Cathie Sadler 105 Watson Hall  
|                                 | Slippery Rock, PA 16127  
|                                 | United States  
| **Phone Number:**              | (724) 738-2082  
| **Fax:**                       | (724) 738-2917  
| **Email:**                     | cathie.sadler@sru.edu |