GRADUATE RESIDENCE DIRECTOR
SUNY Geneseo
Position Description 2017 - 2018

Title: Graduate Residence Director (GRD)
Department of Student Life
SUNY Geneseo

Reports To: Associate Director of Student Life or designee

Specific Qualifications: Bachelor’s Degree; enrollment in a graduate program; residence hall staff experience preferred; organizational skills; strong interpersonal and communication skills; teamwork orientation; ability to work within budgets; understanding of student development and residential facilities management.

Compensation
Stipend - $12,000 per year
Furnished apartment, cable television, network access (living in the hall is an obligation of this position)
Meal Stipend - $300 per semester

Terms of Employment: Start date begins August 1, 2017 through May 31, 2018. When classes are in session, work is not to exceed 20 hours per week. This position is a live-in position requiring extensive training, evening work and weekend time commitments at times. It is expected that the Graduate Residence Director serve in an “on-call” duty rotation.

General Duties & Responsibilities

Administration of Residence Hall
- Maintain 10 scheduled office hours per week. During this time the GRD may take care of the tasks listed below.
- Supervise, coordinate and attend all aspects of designated hall openings and closings (beginning and end of semester and holiday closings)
- Oversee room and key inventories for residence hall (primarily beginning and end of semester)
- Handle all related tasks to hall management (damage billing, occupancy reports, etc.; periodic)
- Assist with housing selection (occurs in the spring)
- Serve as a resource to all students in residence hall
- Meet with residents
- Meet with RA staff for individuals

Staff Development
- Supervise and evaluate RA staff each semester
- Conduct weekly staff meeting (1 hour)
- Conduct weekly individuals with RA staff (3 hours)
- Active participation in training of RAs through presentations (prior to start of classes)

Community Development & Educational Initiatives
- Be visible and accessible to students who live in residence hall
- Serve as a resource for Hall Council and Assistant Residence Director (secondary advisor)
- Maintain hall programming budgets (RA, hall council, staff development) and track programming in residence hall
- Be a resource to RAs and assist in the development of programs to meet intended learning outcomes and goals
- Productively address all student concerns and roommate conflicts in residence hall

Other
- Attend weekly department staff meetings (2 hours), Professional Development (1 hour), and one on one meetings with supervisor (1 hour)
- Participate in "on-call" duty rotation schedule
- Participate in department-wide initiatives

Application Due: April 1, 2017 (rolling)
Application Link: [http://go.geneseo.edu/SLCampusLivingGrad](http://go.geneseo.edu/SLCampusLivingGrad)