



MISSISSIPPI STATE UNIVERSITY™

HOUSING AND RESIDENCE LIFE

Mississippi State University Department of Housing and Residence Life

Graduate Residence Director

Academic Year- July 16- May15

Departmental Mission Statement

In support of the mission of Mississippi State University and the Division of Student Affairs, the Department of Housing and Residence Life cultivates an on-campus environment that promotes student success, engages students through intentional interactions, and challenges them to learn and grow beyond the classroom.

Position Overview

A Residence Director is responsible for the implementation of the vision and mission of the Department of Housing and Residence Life within a community of residence halls alongside the Community Director. The multi-faceted job requires coordination of Resident Advisors, Information Assistants (desk staff), and student leaders to achieve goals and objectives. In addition, each Residence Director will serve on various committees that aid the department and residence life in new initiatives, hiring and training of staff, and working with other departments on campus. The graduate Residence Director, as an administrative official of the university, is expected to develop the skills required in the position. The Residence Director must integrate these skills with an understanding of student development and accept the responsibilities that come with being a role model for students and staff. The graduate Residence Director is required to live in an apartment within the residence hall. The graduate Residence Director reports directly to a full-time Community Director.

Qualifications

- Current or entering, full-time graduate student at MSU in the Student Affairs Master's Program.
- Live within the assigned residence hall
- Previous experience working within a residence hall is preferred
- Organized and Detail Oriented
- Excellent Communication Skills

Responsibilities

- Supervision of Resident Advisors within the Residence Hall
- Provide ongoing feedback to Resident Advisors in regard to personal and professional development
- Participate in various scheduled workshops and training sessions
- Conduct regular one on ones with staff members in order to assure personal oversight within the residence hall
- Work with staff and students to establish and affirm standards of conduct appropriate to communal living and supportive of the academic mission
- Implement hall programs based on the residential curriculum
- Encourage resident participation in hall programs
- Utilize campus resources such as offices and organizations in order to provide a well-rounded on-campus learning environment
- Serve as an advisor to the residence hall's CORE(Hall Council)
- Work to periodically audit hall accounts
- Provide leadership during any crisis in the residence hall including, but not limited to, injuries, fire alarms, natural disasters, facility emergencies, etc.
- Participate in week-long emergency duty rotations for residence halls within the residential zones on campus
- Serve as an advisor and counselor for academic and personal concerns
- Coordinate with the Dean of Students' office in handling conduct incidents and situation reports
- Assume the overall responsibility for the administration of the residence hall alongside the Community Director
- Be familiar with university policies, procedures, and forms. Interpret these to students as needed
- Communicate with various offices on departmental needs
- Other duties as assigned

Additional Position Expectations/Information

Employment is a ten-month period, beginning July 16th, and ending May 15th.

Graduate Residence Directors must be able to work both fall and spring semesters of an academic year. Residence Directors are encouraged to seek internship opportunities during summer term because tuition is not covered during this period.

Residence Directors observe the same holidays as students; however, they are expected to remain on campus until the halls close before any holiday period and should return to campus prior to the hall re-opening following the holidays. Residence Directors may be required to work holidays such as Spring Break, Fall Break, and Thanksgiving Break. Residence Directors may not hold other jobs or assistantships. Residence Directors will serve a maximum of two years in this position.

The Residence Director must be willing to commit a significant amount of time to the position. Some specific time requirements are daytime and evening meetings and special hall/campus events that require staff support. Additionally, the very nature of the position requires that the Residence Director be available to residents and staff. As a result, a Residence Director is expected to spend the majority of their time in the residence hall.

Compensation Package

The compensation for a graduate Residence Director Includes:

Fully-furnished, one-bedroom apartment within a residence hall

Full tuition waiver (in-state or out-of-state) except university fees. Tuition is covered for the Fall and Spring semesters only. Each Semester students may take up to 12 graduate credit hours.

Stipend of 416.67 paid twice a month.

Professional development funds when available.

Access to free laundry facilities.

Disclaimer

MSU is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, sex, religion, national origin, disability, age, sexual orientation, genetic information, pregnancy, gender identity, status as a U.S. veteran, and/or any other status protected by applicable law. We always welcome nominations and applications from women, members of any minority group, and others who share our passion for building a diverse community that reflects the diversity in our student population.