



2017-2018 Graduate Residence Director Position Description

Housing and Residence Life Mission:

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 one residence hall. 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 Area Coordinator.

Qualifications

- The graduate Residence Director must live within the residence hall assigned and be enrolled at Mississippi State University as a full-time, master degree seeking, graduate student during the period of employment.
- Organized and detail oriented
- Previous experience working within a residence hall setting is preferred.

Skills and Responsibilities

Team Builder and Supervisor

- Work to create an environment of mutual support for Resident Advisors and encourages team work between Resident Advisors
- Select staff through the Resident Advisor selection process. The staff should represent and be sensitive to the needs of a diverse student population
- Assist in training as needed
- Conduct regular staff meetings to provide relevant information, build trust and unity, and improve communications within the staff
- Supervise Resident Advisors in performance of their duties
- Provide ongoing feedback to Resident Advisors in regards to personal and professional development
- Attend weekly Residence Director staff meetings and other meetings as required
- Participate in various scheduled workshops and training sessions
- Contribute to the professional growth of colleagues by sharing ideas, participating on committees, providing constructive criticism to peers, and experimenting with new concepts and programs
- Conduct regular one on ones with staff members in order to assure personal oversight within the residence hall

Educator

- 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 programming model and student needs
- Encourage resident participation in hall programs
- Foster an impartial attitude toward persons regardless of race, color, religion, national origin, gender, sex, sexual orientation or group affiliation, age, disability, or veteran status
- Utilize campus resources such as offices and organizations in order to provide a well-rounded on-campus learning environment

Community Builder

- Work to provide an environment of cooperation between Resident Advisors, officers, and delegates of the Council of Residential Experiences referred to as CORE (hall council)
- Serve as the advisor to the residence hall's individual CORE
- Support the programming and policy-making efforts of the CORE to create a more beneficial living environment and facilitate the development of students
- Help the CORE evaluate the effectiveness of policy decisions, programs, and officer performance
- Facilitate election of officers in accordance with hall constitution and university policies
- Work with the Assistant Director for Budget and Finance to periodically audit hall accounts

Crisis Manager

- Provide leadership during any crisis in the residence hall including, but not limited to, injuries, fire alarms, natural disasters, facility emergencies, etc.
- Become familiar with and follow all institutional and departmental guidelines regarding emergencies
- Coordinate efforts during a crisis with appropriate university departments, such as the Dean of Students and Campus Police, and community agencies, such as the Starkville Fire Department
- Whenever possible, seek to ensure an environment that is secure for residents and staff
- Participate in week-long emergency duty rotations for residence halls within the residential zones on-campus

Counselor

- Take a proactive interest in the personal development of residents including areas of interpersonal relationships, development of autonomy and management of emotions
- Serve as an advisor and counselor for academic and personal concerns
- Be familiar with the resources available to students and make referrals when appropriate
- Coordinate with the Dean of Students' Office in handling conduct incidents and situation reports
- Keep all files confidential
- Mediate student conflicts

Administrator

- Assume overall responsibility for the administration of the residence hall
- Assume responsibility for hall openings and closings. Coordinate check-in and check-out procedures
- Keep complete and accurate information of all residents including floor charts and emergency contact information
- Work closely with the Assignments Staff regarding room changes, consolidation, and hall transfers
- Be familiar with university policies, procedures, and forms. Interpret these to students as needed
- Be familiar with and implement a fair and consistent application of university regulations as they relate to standards of behavior
- Assume responsibility for hall security including assuring that the building is properly secured, supervising fire safety procedures, providing leadership in emergencies, educating residents about security needs, and informing the Housing Office of potential security risks
- Ensure that administrative work delegated to Resident Advisors is completed
- Maintain an accurate key inventory
- Report needed maintenance and repairs, communicate unsatisfactory custodial and maintenance service to the Associate Director for Housing Facilities and Maintenance

- Work with the custodial supervisor to ensure that high levels of cleanliness are maintained
- Attempt to reduce damage from vandalism, and when necessary, assess charges to students who are responsible for the damages
- Report problems with vending machines, washers, and dryers
- Ensure that managerial duties delegated to Resident Advisors are completed
- Perform all other duties as assigned

How to apply:

Interested candidates should send their resume, cover letter, unofficial transcript, and references to Dante Hill at dhill@saffairs.msstate.edu the deadline to apply is February 15, 2017.

Additional Information

Employment is a ten-month period, beginning in early July and ending in mid-May. Summer employment may be necessary for academic program and departmental training planning. Graduate Residence Directors must be able to work both fall and spring semesters of an academic year. 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 three 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

Furnished apartment within the residence hall, full tuition waiver (in-state or out-of-state) except minimal university fees, stipend paid twice a month, meal plan, professional development funds when available, and access to free laundry facilities. The compensation for a graduate Residence Director, including all benefits, is a package worth up to \$50,000/year.

Disclaimer

Discrimination based on race, color, ethnicity, sex (including pregnancy and gender identity), religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran and or any other status protected by state or federal law is prohibited in all employment decisions.