MISSISSIPPI STATE UNIVERSITY™
HOUSING AND RESIDENCE LIFE

Graduate Residence Director Position Description

Position Overview

The Graduate Residence Director (GRD) position is a ten-month, live-on graduate assistantship within the Department of Housing and Residence Life who reports directly to a full-time Community Director (CD). The GRD will work in a residential community with their supervisor with a population of approximately 300 to 600 students. In this position, the GRD will have opportunities in the following job responsibilities: administrative skills, advising, communication, crisis response, professional development, and supervision. The GRD will be expected to fulfill the duties listed below in addition to other duties as assigned.

Qualifications

- Must enroll in full-time graduate program at Mississippi State University - Starkville, MS.
    - o *Preferred Program: Master of Science in Educational Leadership - Student Affairs and Higher Education*
- Previous experience working within a residence hall is preferred.
- Must be able to fulfill the live-on requirement.
- May not hold other jobs or assistantships during the duration of employment.
- GRDs are required to enforce and abide by all set policies set by the Department of Housing and Residence Life.

Responsibilities

Communication

- Utilize professional communication in all forms (written, verbal, non-verbal) when interacting with residents, parents, and MSU employees
- Engage in weekly Residence Education staff meetings and distribute the information with supervisees.
- Conduct educational and developmental one on one meetings with student staff.
- Serve as a co-manager and community contact for campus partners and stakeholders.

Administration

- Maintain accurate records and reports regarding occupancy, facilities management, and business operations.
- Co-management of the community front desk(s).
- Adjudicate student conduct cases, track sanction completion, and follow up with students within the conduct process.
- Be aware of all responsibilities and requirements by utilizing the appropriate resources provided by Housing & Residence Life

Crisis Response

- Serve in a graduate on-call rotation as a first responder within a designated zone.
- Provide leadership during times of crisis including but not limited to: injuries, fire alarms, natural disasters, facility emergencies, and personal student crisis, while coordinating with the appropriate University departments or any Emergency Responders.
- Provide expedited outreach and follow-up for students of concern and update appropriate stakeholders.
- Assume responsibility for hall security by assuring that the building is properly secured, check on fire safety concerns, educate residents about security and safety needs, and inform the appropriate parties of potential safety and security risks.

- Utilize resources available including the Standard Operating Procedures and the Incident Report Grid

Interpersonal Skills

- Appropriately and effectively utilize conflict management, emotional intelligence, critical thinking, problem-solving, listening, and decision-making skills
- Educate oneself on the current college student trends to ensure when interacting and providing resources the information is relevant and meets the needs of the student(s)
- Enforce university and departmental policies and procedures while serving as a hearing officer for basic level university disciplinary violations in conjunction with the Office of Student Conduct.

Community Engagement

- Implement and provide leadership for the planning of the residential curriculum which ensures inclusive residential communities, personal responsibility, and foundations that allow residents to lead and serve in a diverse society.
- Offer educational opportunities for students by developing a community engagement plan, creating facilitation guides, utilizing assessment and curriculum strategies.
- Provides support for student development through maintaining visibility and availability by attending community educational events, regularly walking the community, and interacting with residents.
- Partner and work alongside faculty and staff stakeholders to strengthen the living learning/themed communities through initiatives.
- Oversee the advising of the community Council of Residential Experiences in collaboration with RHA.

Leadership Development

- Serve as a member on other departmental committees, special projects, and taskforces with opportunity for university committees.
- Attend, engage, and present departmental and divisional events, trainings, and workshops.
- Support, understand and motivate staff by practicing suitable behaviors regarding advocacy, balance, recognition, stewardship, and team building.
- Participate in local, state, regional and national professional development opportunities.
- Participate in semesterly performance evaluations and fulfill all duties assigned by the supervisor

Supervision

- Aid in the recruitment, selection, training, supervision, development, and evaluation of the designated student staff.
- Attend and co-facilitate weekly residential community meetings and student staff sponsored events.
- Co-supervise undergraduate student staff based on assigned community.
- Ensure that staff members are confronting and documenting behavioral issues and concerns while educating students on Housing and University policy and procedure.

Remuneration and Benefits

- 10-month position.
- Tuition remission (maximum 12 credit hours in the fall, spring semesters, and 3 credit hours Maymester or Winter session), excluding university fees.
- Tuition is not covered during summer I and II terms
- Fully furnished apartment during the employment period with access to free laundry facilities.
- Meal plan is provided to assist in building interpersonal relationships with students. Comparable to 50 blocks per semester
- Professional development can be provided upon approval.
- Annual stipend paid twice a month throughout the duration of employment.

- Compensation is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of departmental needs.

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.