Gonzaga University
Department of Housing and Residence Life

Job Description: Graduate Residence Director
Full-Time, 10 Months, Graduate Student

Job Purpose:
Gonzaga University is currently recruiting for the position of Graduate Residence Director (GRD). Candidates must be enthusiastic, highly motivated with a strong student centered approach and focus. The GRD is responsible for creating communities that foster personal growth and student involvement in one mid-sized residence hall. Supervised directly by an Area Coordinator, this graduate student position is a live in, 10 month employee that encourages positive communities and effective administration of a residence hall consisting of 350-415 undergraduate students. The GRD supports the Jesuit mission of cura personalis (care for the whole person) by facilitating student and community development and integrating the academic and co-curricular experiences of residents through personal interactions and the development of educational programming. Working with the Area Coordinator, the GRD supervises and mentors a Resident Assistant staff, providing challenge and support to them in the areas of their academic and job responsibilities, leadership skills, and personal growth. This position serves as a judicial officer; facilitating student development by using proactive intervention techniques, reporting incidents, conducting disciplinary meetings, promoting student accountability for actions, and maintaining administrative records. The Housing and Residence Life Department is part of the Division of Student Life and Graduate Assistant Residence Directors are members of an active professional Residence Life team.

Essential Functions:

- Supervise and mentor residence life student staff (RAs).
  - Meet regularly with RAs individually and conduct weekly staff meetings.
  - Disseminate information, provide training experiences, foster personal and professional growth, and develop a sense of team cohesiveness.
- Develop personal relationships with students and residence hall staff by being actively present in the residence halls during evenings and weekends.
- Assist students in creating and maintaining vibrant communities that contribute to the development of the whole person—mind, body, and spirit.
- Provide and foster educational programming for student growth; including the development of interpersonal skills, engagement with issues of social justice, academic goals, career objectives, healthy personal lifestyle choices, and an appreciation of diversity.

Other duties as assigned as they relate to the Gonzaga University mission statement.

- Support Block Council
  - Attend occasional meetings and events
  - Manage a building program budget
- Serve as a judicial officer for the Housing and Residence Life office for low level conduct
incidents.

• Maintain a visible presence in the residence halls through participation in residence functions, attendance at resident meetings, involvement in student programming, and frequent walk-throughs of the block, an active presence after normal business hours of the university and on weekends, and an active availability to residents.

• Act as a part of the central management team of the Department of Housing and Residence Life.

• Participate in system wide Residence Life management duties such as advising small and large student groups, managing program review, scheduling RA duty, attending to creation and production of department professional literature, participating in recruiting, selecting, hiring and training of Residence Life student staff, and teaching staff seminars.

• Assist in coordinating day to day housing operations for room changes, damage assessment, common area furniture upkeep, key changes, rec equipment upkeep and assisting in hall openings and closings.

• Collaborate effectively with the maintenance and custodial personnel toward appropriate upkeep of the physical facility.

• Provide input to department, division, and university initiatives through collaborative work efforts.

• Work with students to manage roommate conflicts and low level mental health concerns and communicate with parents as necessary.

Required Qualifications:

• Bachelor’s degree

• Previous undergraduate student leadership experience (preference for leadership experience within Residence Life)

• Demonstrated passion and commitment to college student life, especially the portion that occurs after normal business hours

• Ability to relate well and be a mentor to a diverse population of college students, having a genuine interest in their development

• Experience in encouraging the planning, coordinating, and facilitating of creative student programming

• Demonstrated skill in small group facilitation

• Understanding and support of the Jesuit, humanistic mission of a Catholic, liberal arts university

Remuneration:

• $12,000 stipend for a 10 month position

• RD level university meal plan

• Fully furnished apartment in a residence hall

To apply:
Send a resume, cover letter, and list of three references to Joey Sammut, Area Coordinator (sammut@gonzaga.edu). Preference will be given to applicants with materials received before 5pm on Monday, March 18th.