

## **Graduate Assistant Resident Hall Director Position Description**

### **JOB SUMMARY:**

The Graduate Residence Hall Director (GRHD) is a 10-month, live-in position intended for graduate students. The GRHD is responsible for the daily operations of two or more of the residence hall front desks and will supervise a team of Desk Assistants (DAs). In addition, the GRHD will serve as an on-call staff member on a rotating schedule. The Graduate Residence Hall Director reports to various professional staff within the Department of Residence Life. All Graduate Residence Hall Directors are directly supervised by an Assistant Director of Residence Life.

### **Appointment Length:**

The position spans from July 28 to May 15 each year. GRHDs are contracted to work 600 hours per academic year and are expected to work approximately 20 hours per week, with the exception of training weeks at the beginning of the semester.

### **JOB ACTIVITIES**

#### **Supervision**

- Supervise, develop, train, and evaluate student staff members.
- Coordinate schedules, timesheets and payroll materials for student staff.
- Conduct weekly one-on-one meetings with staff members to discuss community concerns and facilitate professional development experiences aligned with the Residence Life mission.
- Address and document behavioral issues, performance concerns, and other staff-related matters as necessary.

#### **Crisis Management and Student Conduct**

- Hold one on one meetings with students in need of additional support.
- Refer students to appropriate campus resources when necessary.
- Support and enforce college policies and facilitate developmental conversations about potential policy violations as needed.
- Directly respond to and assess crisis situations, contacting necessary personnel as needed.
- Maintain strict confidentiality of student information in accordance with legal and institutional/departmental protocols.
- Serve as an on-call staff member on a rotating basis.

#### **Administration and Communication**

- Assist with special projects, events, and planning committees.
- Oversee the daily operations of front desks in residence halls.

- Prepare and submit all required reports, records, and evaluations promptly and accurately.
- Communicate effectively, both verbally and in writing, with individuals within and outside the department.
- Demonstrate professionalism and model appropriate behavior, including mentoring and coaching staff.
- Support and contribute to campus-wide and divisional initiatives.

**MINIMUM QUALIFICATIONS:**

The Graduate Residence Hall Director position requires:

- A strong desire to work with students and foster a positive living/learning environment.
- High energy, self-discipline, and the ability to work under pressure.
- A commitment to students, strong work ethic, and self-awareness.
- Effective time and stress management, flexibility, and good judgment.
- Strong communication and leadership skills.

**Preferred Qualifications:**

- Graduate student standing is preferred.
- Graduate Residence Hall Directors may not enroll in more than nine (9) graduate hours unless approved by the Director of Residence Life.
- A cumulative and semester GPA of 3.0 or higher must be maintained to be considered for and retain employment.

**Compensation:** Starting salary is \$13,000 for 10 months. Live-in required in a furnished apartment with utilities. Designated parking is available at a discounted cost.

**Contact:**

For more information, please contact the Department of Residence Life at [reslife@cofc.edu](mailto:reslife@cofc.edu) or call our office at 843-953-1476.