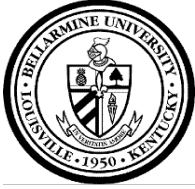


Bellarmino University

Residence Life Office



Graduate Residence Hall Director

Residence Life Mission

To provide a living-learning environment for students which supports their academic endeavors and fosters the growth of the whole person. Residence Life promotes student development by encouraging the student to live cooperatively in community, demonstrating good citizenship and character, and to become involved in the activities and leadership opportunities in the halls.

The Graduate Residence Hall Director is a graduate assistantship position. The position is 10-month live-in and is supervised by the Assistant Director of Residence Life. The Graduate Residence Hall Director is a dynamic individual capable of positively responding to a wide variety of situations, is able to actively seek out students to assist them in the development of strong communities' as well as direct and create active, effective, and enjoyable social and educational hall programs. The Graduate Hall Director must be committed to the concepts of team development and should have good skills and interests in the areas of supervision, leadership, communication, group dynamics, staff training and residence education.

Specific Responsibilities:

Administrative

- Participate in 24 hour duty rotation including nights, weekends, and holidays that includes carrying a cell phone and campus rounds
- Report and track necessary repairs and maintenance
- Maintain and submit the following: biweekly, monthly and semester report forms, change request forms, room condition reports, program evaluations, and various others.
- Maintain keys for the hall including disbursement, auditing and collection
- Facilitate all room changes during the academic year (following specific dates)

Advising/Programming

- Advise the building hall council including but not limited to the recruitment and election of hall council members
- Participate in the planning and execution of campus wide programs (Hall-O-Treats, Back-to-School Bash, etc.)
- Co-Advisor assignments (Freshman Advisory Committee (Think Tank), National Residence Hall Honorary, Residence Hall Association, Wellness/Life Enrichment)
- Be responsible for the overall implementation of the hall theme and programming associated with their hall (First Year: The Experience Housing, Wellness, etc.)
- Participate in departmental and university wide committees
- Encourage and invite student-faculty-staff participation in residence hall activities
- Inform residents of events and activities occurring on campus through the use of announcements, bulletin boards, flyers, and personal communication

Counseling

- Establish personal contact with residents in all halls
- Be familiar with campus resources and refer students as needed
- Assess personal, academic and social problems with residents, and become aware of the cultures and sub-cultures of the campus
- Participate in university-wide retention efforts

Leadership

- Ability to make wise, timely decisions; understand how decisions directly and indirectly affect other people and/or units.
- Recognize and manage conflict effectively among staff, students and colleagues
- Utilizes independent judgment in problem solving
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Mediation/Policy Enforcement

- Uphold and interpret the rights and responsibilities of all students through consistent and fair policy enforcement
- Adjudicate lower level disciplinary hearings
- Maintain judicial records
- Attend judicial proceedings as necessary (University hearing panels)
- Work with residents and staff in using the campus judicial system. Initiate and maintain individual disciplinary counseling relationships
- Encourage and develop an environment within the residence hall which enables residents and staff to accept responsibility for self-governance and behavior consistent with the objectives of Bellarmine University

Supervisory

- Supervise 2-7 Resident Assistants including on-going written evaluations, weekly staff meetings and bi-weekly one-on-one meetings
- Maintain 20 office hours per week outside of meeting times
- Help coordinate hall closing and opening procedures as needed.
- Be active in staff selection, housing selection, and staff training
- Attend weekly Hall Director Meetings and Residence Life All Staff meetings as determined by the Assistant Director
- Meet individually with supervisor on an on-going basis
- Maintain hall programming budget

All other duties as assigned by Director and Assistant Director of Residence Life.

Qualifications:

The Residence Life Office seeks graduate students with experience in residence life, campus activities, counseling, or other related experiences. All candidates are required to have a

bachelor's degree. All graduate residence hall directors are expected to be committed to working with individuals and groups of college students in a residence hall setting. Candidates must be admitted to a graduate program with a preference to College Student Personnel and Higher Education or related fields. Candidate must be enrolled in at least two graduate classes per semester while under contract with Bellarmine University.

Remuneration:

\$15,000 graduate assistantship stipend (paid every 2 weeks); an air-conditioned, furnished one/two bedroom apartment (**pet friendly**) which includes paid utilities, local telephone and basic cable services. Contract will run mid-July through mid-May (10 month assignment, 12 month apartment if returning). If not returning, apartment must be vacated by the 2nd week in July. In accordance to FLSA a stipend graduate assistantship is considered an exempt position.

Responsibilities of Residence Life:

The Residence Life Office will provide the Graduate Residence Hall Director with the support, training, resources, and leadership necessary to carry out their responsibilities. Opportunities for professional growth in counseling, advising, and administrative skills will be provided through peer academic and financial support. The Graduate Residence Hall Director can expect to receive feedback and evaluation regarding job performance on a regular basis.

Application Process:

Applicants should submit a resume and references including to the address below. Review of applications will begin immediately and continue until all candidates are selected.

Address all correspondence to:

Jessica M. Randall
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Bellarmine University
2001 Newburg Road
Louisville, KY 40205
jrandall@bellarmine.edu

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