



MISSISSIPPI STATE UNIVERSITY™

*Department of
Housing and Residence Life*

Position Description

Title: Graduate Residence Director

Summary: Responsible for the implementation of the developmental and operational Housing and Residence Life program within one residence hall or apartment complex. The multi-faceted program requires coordination of Resident Advisers (RA), Information Assistants (desk staff), and student leaders to achieve goals and objectives. The Graduate Residence Director (RD), as an administrative official of the university and a member of the residence life staff, is expected to develop the skills required in the position and to integrate them 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 or apartment complex. The Graduate Residence Director reports directly to a full-time Area Coordinator.

Skills and Responsibilities

Team Builder and Supervisor

1. Works to create an environment of mutual support for resident advisers and encourages team work between resident advisers.
2. Select staff through the RA selection process. The staff should represent and be sensitive to the needs of a diverse student population.
3. Assist in training as needed.
4. Conduct regular staff meetings to provide relevant information, build trust and unity, and improve communications within the staff.
5. Supervise RAs in performance of their duties.
6. Provide ongoing feedback to RAs in regarding personal and professional development.
7. Attend weekly RD staff meetings and other meetings as required.
8. Participate in various scheduled workshops and training sessions.
9. 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.



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Educator

1. Works with staff and students to establish and affirm standards of conduct appropriate to communal living and supportive of the academic mission.
2. Implement hall programs based on the programming model and student needs.
3. Encourage resident participation in hall programs.
4. Transmit through both example and statement, an impartial attitude toward persons regardless of race, color, religion, natural origin, sex, sexual orientation or group affiliation, age, disability, or veteran status.

Community Builder

1. Works to provide an environment of cooperation between resident advisers and officer and delegates of the Hall Council.
2. Serve as the Advisor to the residence hall's individual Hall Council.
3. Support the programming and policy-making efforts of the Council to create a more beneficial living environment and facilitate the development of students.
4. Help the Hall Council evaluate the effectiveness of policy decisions, programs, and officer performance.
5. Facilitate election of officers in accordance with hall constitution and university policies.
6. Work with the Assistant Director for Budget and Finance to periodically audit hall accounts. Ensure that hall accounts are balanced and not deficient at year's end.

Crisis Manager

1. Provide leadership during any crisis in the residence hall or apartment complex, including injuries, fire alarms, natural disasters, facility emergencies, etc.
2. Become familiar with and follow all institutional and departmental guidelines regarding emergencies.
3. 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.
4. Whenever possible, seek to ensure an environment that is secure for residents and staff.



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Counselor

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

Administrator

1. Assume overall responsibility for the administration of the residence hall.
2. Assume responsibility for hall openings and closings. Coordinate check-in and check-out procedures.
3. 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.
4. Be familiar with university policies, procedures, and forms. Interpret these to students as needed.
5. Be familiar with and implement a fair and consistent application of university regulations as they relate to standards of behavior.
6. Assume responsibility for hall security. This includes 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.
6. Ensure that administrative work delegated to RAs is completed.
7. Maintain an accurate key inventory.
8. Report needed maintenance and repairs. Report unsatisfactory custodial and maintenance service to the Associate Director for Housing Facilities and Maintenance. Work with the custodial supervisor to insure that high levels of cleanliness are maintained.
9. Attempt to reduce damage from vandalism, and when necessary, assess charges to students who are responsible for the damages.
10. Establish and supervise an effective desk operation, including interviewing Information Assistants and providing necessary service to residents and visitors. Fill out and turn in time sheets for Information Assistant Staff.
11. Report problems with vending machines, washers, and dryers.
12. Ensure that managerial duties delegated to RAs are completed.
13. Perform all other duties are assigned.



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Terms of Employment

The Graduate Residence Director must live within the residence hall or apartment complex community assigned and be enrolled at Mississippi State University as a full-time graduate student during the period of employment.

Period of Employment

A ten-month period, beginning with fall training and ending in mid-May and after RD is properly checked out with the Area Coordinator. Summer employment may be available. 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 not hold other jobs or assistantships.

Time Commitment

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, he/she is expected to spend the majority of his/her time in the residence hall.

Remuneration

Furnished apartment within the residence hall, full tuition waiver (in-state and out-of-state), stipend paid twice a month, meal plan and professional development funds.