BASIC FUNCTION AND RESPONSIBILITY:
Provide administrative support and assist in programmatic planning and execution that enhances the GW undergraduate and graduate student experience; fosters collaborative partnerships that advance student and academic support programs; and creates, develops, and sustains innovative programs that produce positive student outcomes inside and outside of the classroom.

DEPARTMENT FUNCTION AND RESPONSIBILITY:
The Residence Director (RD) is considered part of the Center for Student Engagement’s professional staff. Specifically, the RD is responsible for assisting the Area Coordinator with oversight of leadership opportunities for students in a residence hall or group of residence halls. The RD assists to ensure that an academic-oriented atmosphere is maintained in order to promote residents’ personal growth and development.

DUTIES AND RESPONSIBILITIES:
• Supports the mission of the George Washington University, the Dean of Students Office, and the Center for Student Engagement (CSE)
• Manage the administrative and developmental supervision of undergraduate staff and community, including Resident Advisors and House Managers.
• Participate as a member of the Administrator on Call rotation serving as a first-responder for the Division of Student Affairs.
• Supports Team initiatives within CSE
• Maintain a relationship with supervisor through regular one-on-ones, at least once every two weeks
• Works with other University departments in the implementation and planning of programmatic efforts.
• Participate in and support division-wide events as designated by supervisor
• Facilitates staff training and development including, but not limited to: August student staff training, in-services throughout the academic-year, and January student staff training.
• Participates in department meetings and functions including, but not limited to, Center for Student Engagement professional staff meetings, committee meetings, by-year meetings and search processes.
• Participates in house functioning, including, but not limited to, student staff meetings, office hours, student interactions and residence hall opening and closing. These hours may also include mediating roommate conflicts.
• Respond to emergencies and crises in the residence halls as needed.
  o Behavioral Interventions for community standards violations,
  o Alcohol transports
  o Duty related situations
• Compile weekly report for Area Coordinators
• Facilitate programming in building or configuration including working with Faculty Guides and Faculty in Residence
• Acts as one of the points of contact for student inquiries regarding residents’ living environment and adjustment to college life.

RELATED DUTIES:
• Participates on internal and external committees to provide input and receive feedback on issues.
• Performs special projects assignments.
• Enhance professional knowledge and skills by attending training sessions, workshops and seminars and reviewing published literature.
• Performs other work-related duties as assigned, such as, student organization advising.

SUPERVISION RECEIVED:
• Administrative and functional supervision provided by an Area Coordinator in the Center for Student Engagement.
QUALIFICATIONS:
• Must live on-campus
• Highly motivated, self-directed, mature, and flexible; with a desire and ability to work with diverse population
• Highly developed organizational skills, proven ability to stay on task, meet deadlines, and follow through on assignments
• Must be registered as a graduate student in good standing in a George Washington University degree-granting graduate program.
• The judicial record of candidates will be considered during the application process, and when necessary will be discussed with candidates. Generally, students scheduled to be on probation during the term of employment will not be selected for employment.
• Represents GW in a professional manner, i.e. behavior, language, attire

TERM OF EMPLOYMENT:
• Required to return to GW on designated dates prior to the beginning of fall and spring semesters to participate in staff development training and to prepare residence halls for opening.
  o August 8, 2015 at 12pm – Graduate Staff may move in to residence halls
  o August 10, 2015 – Graduate Staff Training begins
  o December 21, 2015 at 12pm – Graduate Staff depart for winter break
  o January 4, 2016 – Graduate Staff Winter Training begins
  o May 20, 2016 – Graduate Staff depart for summer break
• Required to remain on-campus through designated dates following both the fall and spring semesters to assist with hall closing.
• May be asked to remain on campus as necessary for holiday break coverage, such as Thanksgiving and Spring breaks.
• Work up to 25 hours per week, 40 weeks per year.
• The position is a part-time, live-in position. Thus, the Residence Director is required to sleep in their campus room nightly, understanding that they are allowed one weekend (or three consecutive days) off per month.

REMUNERATION:
• $7,500 stipend that will be paid in equal amounts every two weeks within the established work period
• On campus apartment including a furnished room, voice-mail and call-waiting services.
• Training and professional development opportunities.
• Invitation to special events.
• Hands-on professional experience.

APPLICATIONS:
• Submit Resume and Cover Letter to Selection Committee, Center for Student Engagement at csejobs@email.gwu.edu.

This position is subject to a background check which includes Credit, Criminal History Screening, Education/Degree/Certifications Verification, Social Security Number Trace, Sex Offender Registry Search, and Prior Employment Verification.

GW IS AN AA/EEO EMPLOYER