

**University Housing & Dining Services
Oregon State University
Graduate TA Residential Director (GARD)
Position Description**

The Graduate Assistant Residential Director is an employee of the University Housing and Dining Services and the Division of Student Affairs. As a member of the Residential Life Staff, the Graduate Assistant Residential Director is expected to accomplish the primary objectives of University Housing and Dining Services and to help create and maintain an effective living/learning community within the residence hall(s). The position requires good judgment, energy, commitment, caring, self-discipline, knowledge of campus resources, sensitivity to racial and cultural diversity and common sense. The position also requires a positive attitude towards the Graduate Assistant Residential Director's responsibilities and towards the UHDS department and its mission. Overall job effectiveness is dependent upon the Graduate Assistant Residential Director's ability to establish and maintain credibility and good rapport with residents and fellow staff members.

The Graduate Assistant Residential Director must be committed to the development of a multicultural community in the residence halls and at Oregon State University. The GARD is expected to affirm and uphold University policies that help create and maintain non-discriminatory campus and living group environments. Graduate Assistant Residential Directors must be active in pursuing self-education regarding issues of multiculturalism, sexism, racism, gender, sexual orientation, lifestyle, and disability.

A Full-Time Residential Director and/or a senior member of the Residential Life Staff supervise Graduate Assistant Residential Directors. As employees of Oregon State University, Graduate Assistant Residential Directors are representatives of the University in their relationships and contacts both on and off the campus. GARDs, therefore, are expected not to engage in activities on or off campus that jeopardize their credibility as staff members or activities that make the University legally vulnerable.

To meet the objectives of the UHDS Department and the Residential Life Program, the responsibilities of the Graduate Assistant Residential Director position include the following areas:

POSITION DUTIES AND RESPONSIBILITIES

Supervision and Leadership

1. Directly supervise a Resident Assistant staff team (5 - 13 staff members).
2. Provide ongoing job performance and other feedback to staff supervised.
3. Provide written performance evaluation for staff directly supervised as directed by department/unit protocols.
4. Ensure on-going feedback is provided to the Resident Assistant staff. Meet one-on-one with hall staff members at least once every other week.
5. Meet collectively with Residence Hall Staff group(s) at least once a week.

Staff Relations, Staff Development, and Staff Training

1. Provide professional development opportunities for staff for which you have supervisory responsibility.
2. Orient and train Residence Hall Staff.
3. Establish objectives for and provide guidance and assistance to the Residence Hall Staff.
4. Coordinate and ensure participation in 'in-service' training for Residence Hall Staff.
5. Coordinate training sessions in skills areas (such as leadership, assertiveness, mediation, negotiation, diversity awareness) for para-professional staff so as to enhance their performance.
6. Participate in Residential Life Staff meetings and departmental training sessions, planning sessions, and meetings.
7. Develop close working relationships and treat staff members with courtesy, respect, and consideration.

Programming

1. Provide guidance and assistance to Residence Hall Staff and Hall Council in the area of programming.
2. Ensure that students are involved in the development and implementation of programming.
3. Ensure that programming is balanced with regard to meeting interests as well as developmental needs of students from diverse backgrounds.
4. Identify academic and extra-curricular interests of students by formal and informal contacts and methods.
5. Assist students in evaluation of interests and needs and direct them to campus and community resources and programs.
6. Maintain relationships with and expose Residential Staff members to program resources within the department and elsewhere on campus.
7. Ensure that student staff submit program planning documents and that all programs are appropriately logged into the programming database in a timely manner.

Counseling/Student Contact/Needs Assessment

1. Serve as a counseling resource for the Hall staff, maintain liaison relationship with other campus counseling resources, and serve as a consultant to staff when appropriate.
2. Work with appropriate Residential Life staff, Conflict/Mediation Coordinator, and UCSP in counseling/crisis related situations as appropriate.
3. Be accessible in living group during many evening hours unless special arrangements for time-away are made with direct supervisor.
4. Develop and maintain positive relationships with hall residents in order to be an approachable and credible advisor and resource person.
5. Assist residents with personal and academic questions or concerns.
6. Community Development
 - a. Serve as a resource and consultant to residential staff in developing and maintaining connections with floor, wing and hall government groups.
 - b. Ensure that Residential Staff develop and exercise skill in the establishment of a sense of community at the floor and hall levels.
 - c. Help keep hall facilities functional for the use of all residents, present and future.
 - d. Work with interested students and hall leaders to actively promote residence hall academic, social, educational, cultural and recreational programs designed to build community and goodwill within the living group.
 - e. Facilitate contacts, make introductions and stimulate conversation between students and faculty.
 - f. Assist in promoting good morale and constructive attitudes with residents.
 - g. Act as resource person and referral agent for University and community agencies and programs that assist students with personal, academic and career goals and interests.
 - h. Handle discipline discussions among residents in matters of policy, courtesy, quietness, and the general welfare and standards of the living group using the language and intent of the Judicious Leadership Model.
7. Treat residents with courtesy, respect and consideration.
8. Be aware of student community issues, needs, and concerns through general contacts with students, particularly hall leaders and hall government members as well as with staff members.
9. As appropriate, work with the College Student Service Administration program, graduate student organizations and international student groups to maintain and develop relevant programs.
10. Work to integrate faculty members into the residence hall and hall programs.

Hall Government and Student Group Advisory Responsibilities

1. Serve as primary advisor to Hall student government group.
2. Assist hall staff regarding hall and floor government officers in developing a viable student government system.
3. Assist student government officers in the encouragement of student gatherings and programs.
4. Provide support and encouragement for recreational, cultural, social, and educational programs within the living group.
5. Initiate and attend organized meetings of the floor and hall.
6. Attend hall and floor sponsored programs as appropriate.
7. Advise and assist in training hall and floor officers by serving as a resource person concerning program ideas, University policies and procedures, available University and community resources, and other assistance as required.
8. Initiate appropriate programs in conjunction with hall and floor student leadership.

Policy Enforcement/Student Conduct

1. Communicate expectations of appropriate behavior and policy information to residents using the Judicious Leadership Model.
2. Be alert to early signs of potential problems and work with other residential staff to institute preventive and remedial measures.

Administration

1. Be thoroughly familiar with policies in the Residential Life Handbook, the University's "Student Conduct Regulations", and the Housing contract.
2. Be knowledgeable about University and Department organizational structure to the extent that residents' questions can be readily answered or referred.
3. Provide Duty coverage as scheduled by the Department.
4. Be present and take a leadership role in pre-service training program sessions held during and prior to Fall Term; Departmental In-Services, and other scheduled training events.

5. Be present and take a leadership role in Hall Openings and Closings.
6. Graduate Assistant Residential Directors are expected to be on campus on a variety of weekends during the year - these are announced during training in the fall.
7. Assist students with their housing related problems as appropriate.
8. Assist in the development of policy.
9. Seek and synthesize information from students and resident staff.
10. Offer suggestions, proposals, and input in area staff meetings based upon personal judgment, input from staff supervised and assessed needs.
11. Consult with Senior Residential Life Staff, and other UHDS staff on policy proposals.
12. Ensure coordination of hall room change process.
13. Ensure coordination of hall room selection process and specifically work with special program floors in developing their differing procedures.
14. Maintain records appropriate to position.
15. Complete projects assigned by supervisor.
16. Work with UHDS personnel to define operational problems and recommend solutions and policy development and assist in the implementation of training for the support staff particularly in the areas of student issues and norms, human relations, sensitivity to diverse cultures and races, and communication skills.
17. Serve on unit and departmental committees, boards and task forces as assigned

Budget

1. Provide program information for the purpose of budget preparation.
2. Assist the UHDS staff in establishing area budget priorities with departmental budgetary limits.
3. Be responsible for ensuring appropriate administration of hall program funds.
4. Develop budget proposals for hall, area, and departmental consideration.
5. Document and reconcile all expenditures to the RHD Administrative Budget.

Personnel

1. Be integrally involved in the design and implementation of selection of the Residential Life Staff.
2. Be responsible for the supervision, evaluation, and training of staff reporting to this position.
3. Work in coordination with other UHDS/Residential Life personnel to develop and teach staff leadership training classes, training, and orientation.

Liaison

1. Work and consult closely with other UHDS and Residential Life staff to plan coordinated programs, assess area needs, develop long-range development-staff training strategies for implementation.
2. Work and consult with campus resources and Public Safety/Security/OSP on special cases and on general issues that arise from residence hall life.
3. Maintain close contact with Student Health Services and Counseling & Psychological Services in order to stay informed on policies, to develop programs, and facilitate effective referrals. Work and consult with Multicultural Affairs, International Programs, Educational Opportunity Program, Cultural Coordinators to provide program support and collaborate on problem resolution.
4. Work collaboratively with Faculty Committees and faculty members engaged with residence halls.
5. Actively support the goals and objective of the University Housing and Dining Services and of the Division of Student Affairs through contact with staff throughout the Department and Division and by supporting allied programs.

SUPERVISION RECEIVED AND EXERCISED

Direction is received from a Full-Time RD and/or a senior member of the Residential Life Staff. Functional and administrative supervision is exercised over residential staff members of the residence hall(s) assigned.

MINIMUM QUALIFICATIONS

- Experience in staff supervision
- Basic understanding of human development in an educational
- Demonstrated commitment to promoting and enhancing diversity
- Demonstrated ability to develop and implement programs
- Bachelor's Degree in relevant discipline
- Enrolled in good standing in a Graduate Program at Oregon State University

NOTE: GA RDs must remain in good academic standing with the graduate school. Good Academic Standing consists of:

“Advanced-degree students (regular, conditionally, and provisionally admitted) are expected to make satisfactory progress toward a specific academic degree. This includes maintaining a GPA of 3.00 or better for all courses taken as a graduate student and for courses included in the graduate program, meeting departmental requirements, and participating in a creative activity such as a thesis.

If a student is failing to make satisfactory progress toward an academic degree, as determined by the major department or the Graduate School, the student may be dismissed from the Graduate School.” - Oregon State University Catalog

GA RDs must maintain a 3.0 Term and Cumulative GPA, and must remain in “Good Academic Standing” with the Graduate School. Failure to do so may result in dismissal from the Graduate Assistant Resident Director position.

PREFERRED QUALIFICATIONS

- Enrolled in good standing in the OSU Graduate School Program for College Student Services Administration
- Residential Staff experience in higher education, residence hall programming, residence staff selection, counseling, and training experience are preferred.

CONTRACT PERIOD

August 1, 2006 - June 20, 2007

Qualified candidates must be available and on-campus during the contract period noted.

COMPENSATION

Tuition, stipend (during contract period), residence hall apartment for contract period (12 month residence negotiable with summer responsibilities), utilities, local phone, cable, and meal plan when dining centers are in operation during the academic year contract period.

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