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## Residence Hall Director

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### ***Job Description***

The Residence Hall Director (RHD) position is a 10 month, 19 hours a week, live-in graduate professional position with Housing and Residence Life. Reporting to Housing Supervisors, the RHD provides administrative, supervisory, student personnel, counseling, and conflict resolution services in a residence hall setting. As a live-in member of the residence hall staff, the RHD works with students in developing a comfortable living environment and assisting individuals with their personal needs and concerns. The primary goal is the development of residential communities supportive of Personal Growth, Academic Achievement, Leadership, and Diversity and Inclusion. The RHD Provides on-site administration of the residence hall by living in the assigned residence hall apartment maximizing availability to students and staff and increasing responsiveness to situations requiring the intervention of an HRL staff member; by maintaining weekly office hours, weekend/week duty, and overall area visibility. The remuneration for the position is in the form of an on-campus apartment scholarship, tuition waiver, meal plan, and professional development opportunities.

### ***Skills and Qualifications***

In order to be considered for the position, all applicants are required to submit an initial application located on the Valdosta State Housing and Residence Life work for us page under Residence Hall Director Graduate position.

Candidates must be in pursuit of a Valdosta State University Graduate degree. Experience in Housing & Residence Life or Student Affairs is preferred and along with, a willingness and desire to learn, have effective communication skills, the ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work. Candidate must possess the ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude. Candidate must be in Good academic standing with a cumulative and semester grade point average of 3.0 or greater. The position will start in the summer on or around July 5<sup>th</sup> of each calendar year to allow for training and onboarding. Contract is renewable on an annual appointment.

### ***Remuneration***

The Residence Hall Director position includes a tuition waiver scholarship, \$7,000 stipend, a fully furnished apartment, a meal plan, pet policy and domestic partnership opportunities available (with a valid and approved background check).

Please note, that Housing and Residence Life Graduate Assistants are asked to report on or around July 5<sup>th</sup>, but are not paid until the end of August.

### ***Responsibilities***

- Provide direct supervision to undergraduate Resident Assistants; up to 16 RAs (Resident Assistant) on one staff
- Host weekly staff meetings and hold bi-weekly one-on-one meetings with RAs
- Oversee the facilitation of the residential curriculum
- With the Housing Supervisors, coordinate recruitment, selection, training, and evaluation of student staff
- Attend and participate in professional staff meetings as scheduled

- Accurately maintains all housing administrative records related to students in assigned hall
- In conjunction with the Housing Supervisors, oversee the general upkeep and care of the hall. I.e. weekly walk throughs
- Oversees front desk operations of assigned hall
- Participates in an on-call rotation and respond to incidents/emergencies as they arise.
- Serves as an educational conduct judicial hearing officer
- Follow-up to emergency/critical incidents related to students in the hall
- Support and enforce university and housing policies/procedures

### Valdosta State University

Valdosta State University is committed to providing a quality graduate learning environment that will enable you to pursue your advanced studies guided by graduate faculty with a passion for teaching, scholarship, and service. With over 60 graduate programs to choose from, you will find the flexibility of online as well as face-to-face options that best fit your needs as you further your graduate education. You can find descriptions of these programs, their professional accreditations, and application requirements online at [www.valdosta.edu](http://www.valdosta.edu)