



Olin College of Engineering

Position Description

Department: Student Affairs and Resources **Date:** August 1, 2020

Position Title: Graduate Hall Director (Graduate Assistant Position) **Band:** Non-Exempt

Normal work hours: 20 hours per week
Some Evenings and weekends, on call responsibilities

Immediate Supervisor: Associate Dean of Student Affairs

Overview of the College:

Founded in 1997, Olin College is a selective, gender-balanced undergraduate engineering institution with a dual mission to educate exemplary engineering innovators and to lead the transformation of engineering education. Olin embraces “people to people” engineering: starting from understanding people and their needs, to designing solutions, to delivering new technologies and services to people and society at large. Olin’s innovative approach to engineering education erases disciplinary boundaries and encourages students to take control of their own learning. Olin students learn through project-based, collaborative activities and develop 21st century skills and perspectives by taking on authentic engineering challenges and entrepreneurial experiences. Olin has forged active partnerships with neighboring Babson and Wellesley Colleges and has co-designed transformative educational experiences with a broad range of collaborators around the globe.

Description: The Graduate Hall Director is a graduate-level, live-in, 10-month (July 15 – May 15th), part time (20 hours per week) position within Olin College’s Student Affairs and Resources Office. The primary focus of this position will be to work with Resident Resources (R2s) and students within the campus residential community to develop inclusive, and purposeful activities and opportunities for community and personal development. The position will hold a collateral assignment focused either on student clubs and organizations or on Diversity, Equity and Inclusion.

Employment dates:

This is a 10-month (July 15 – May 15) position with winter closure (December 21-January 17th) Thanksgiving week and one week in the spring for spring break or conference attendance off. This is a temporary 10 month appointment with the possibility of concurrent appointments.

Compensation: Paid hourly (equivalent to \$10,000 annual stipend for full contract, prorated based on date of hire), partially furnished two-bedroom apartment (valued at \$30,000), meal plan when dining hall is open, reserved parking spot, and professional development funds. (Olin does allow for spouses/partners and families to live in with a background check as well as 1 dog or cat with approval of the Associate Dean of Student Life) **This is a Live-On Position**

Distance from Boston & Accessibility to Public Transportation: Olin College is approximately ten miles from Boston, one mile from the MBTA Commuter Rail train station, and approximately four miles from the Woodland Station for the MBTA Green Line.

Primary Responsibilities:

Graduate Hall Directors will provide support to the Associate Dean in developing a safe and inclusive community within a specific residential area. Duties will include but are not limited to:

- Manage the day to day operations of a specific residence hall of students living in traditional single and double rooms or suites
- Directly co-supervise and evaluate 8 Resident Resources (R2s) and 2 International R2s
- Live in and oversee an on-campus residence hall
- Assist with the overall development, planning, and implementation of programming pertaining to Residence Life and the assigned collateral area.
- Assist Associate Dean with managing area budget
- Participate in the administrator on-call rotation and actively respond to crises situations
- Assist in the planning, development, and implementation of R2 trainings and R2 selection
- Assist with R2 recognition efforts
- Liaise and collaborate with campus partners
- Assume additional responsibilities as required
- Continuously enhances community, encourages student development, and creates a positive living and learning environment

Requirements:

To be considered for this opportunity, a candidate should:

- Be a matriculated graduate student. Enrollment in a CSP, Counseling, or Higher Education Administration program preferred. Non-matriculated students engaged in appropriate coursework may be considered.
- Be willing to work evenings and weekends on a periodic basis.
- Demonstrate the ability to work collaboratively as well as autonomously
- Possess excellent interpersonal and communications skills
- Attend weekly professional staff meetings and weekly student staff meetings times tbd
- Exhibit an awareness of and interest in social justice initiatives
- Prior residence life experience is preferred but not required

Learning outcomes associated with the position:

- General knowledge of services and programming offered through Student Affairs including but not limited to student development, conflict and crises management, event logistics, and budget management
- Ability to work with individual students and facilitate larger groups with regard to learning and developmental issues
- Ability to apply student learning and developmental theory to student affairs practice
- Adherence to and value for professional ethical standards; an ability to teach and model respect for shared community values
- Ability to build rapport, establish and maintain mutually satisfying relationships
- Flexibility and adaptability to changing circumstances; ability to develop creative solutions to complex problems

Selections procedure:

Interested applicants should submit a resume and cover letter to:

Seth Hodge, Associate Dean of Student Affairs SHodge@Olin.edu

Subject line: **Graduate Hall Director Application Materials**

Statement on Equal Opportunity:

In accordance with its own values and with federal and state regulations, Franklin W. Olin College of Engineering does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, disabled veteran status, veteran of the Vietnam Era status, marital or citizenship status (except in those special circumstances permitted or mandated by law). <http://www.olin.edu/community/join/equal-opportunity>