Pine Manor College
Graduate Resident Director

Location:
Chestnut Hill, MA
Salary:
5000 USD Per Year, housing, and meal plan

POSITION SUMMARY:
The Graduate Resident Director is responsible for growing the graduation rate through creating safe, caring and inclusive residential communities through supervision, community development, student engagement, leadership development, and administration and departmental responsibilities. The Graduate Resident Director (GRD) is a ten-month, live in graduate assistant ship position within the Office of Residence Life. The GRD position is a 20 hour per week time commitment with additional responsibilities during evenings and weekends at specific times through the academic year. The Graduate Resident Director directly supervises and coordinates the development of a residential community comprised of 250-275 residents.

POSITION SCOPE:
Staff Supervision and Training -

- Provide orientation, training, supervision, and regular evaluation of Resident Assistants
- Participate in the selection of Resident Assistants
- Conduct weekly meetings with Resident Assistant staff to develop and review goals/outcomes achieved, discuss issues, recognize contributions, and provide and solicit feedback
- Assess skills and development of Resident Assistant staff while providing experiences, opportunities, and training, which challenge and support their development
- Assist the Director of Residential Life in the planning and facilitation of Fall & Winter RA training, in-services, and local RA conference participation

Residence Hall Programming -

- Administer the departmental programming model including program approval, reviewing program proposals, providing program feedback, and tracking program requirements
- Encourage staff and students in planning and developing programs to meet the diverse needs of the residence hall population
- Regularly attend paraprofessional staff programs
- Manage the programming budget including maintaining a spreadsheet/database and turning in receipts

Management of Resident Assistant Duty Procedures -

- Coordinates the RA duty schedule for each semester
- Process duty change requests through approval or denial
- Ensures that staff are reporting for duty in a timely manner and are carrying out all duty responsibilities (i.e. completing rounds, filling out duty logs, being visible)

Student Engagement & Development -
• Make effort to get to know residents and maintain a high level of visibility
• Promote student involvement in residence hall activities and general co-curricular campus life
• Provide counseling within scope and area of expertise or referral residents with academic, personal, or career concerns accordingly
• Serve as a partner in students’ total development by working with Academic Affairs, Student Success, Career Development, Learning Resource Center, and other campus offices as warranted

Crisis Response & Duty Rotation -

• Participate in the on-call duty rotation for campus in responding to emergencies on evenings and weekends
• Follow Student Affairs emergency protocols and procedures to respond to crisis or emergency situations, which includes providing guidance to paraprofessional staff and students
• Provide appropriate post-crisis referrals and follow-up with students and staff

Student Conduct -

• Serve as a conduct hearing officer for low level cases to help create a positive community environment in which students learn from their actions and assume responsibility for their actions
• Document incidents, write reports, correspond effectively with students through appointment, and sanction letters
• Maintain records through effective use of student conduct software and accurate student files
• Assist other offices including Campus Safety and Community Standards to investigate and resolve student conduct issues

Maintenance -

• Conduct weekly building walkthroughs and report on-going facility and safety/security needs
• Maintain a relationship with housekeeping and maintenance staff
• Manage room condition inventories at the beginning and end of each semester
• Conducts health and safety inspections of student spaces, ensuring compliance with college policies and the Town of Brookline regulations
• Work directly with the Facilities staff to resolve maintenance issues and address students’ concerns

Housing Operations -

• Assist in processing student room changes by meeting with students and working with other staff members in other residence halls
• Assist in the opening and closing of the residence halls at appropriate designated times (fall opening, winter break closing, spring opening, end of year closing)
• Conduct occupancy checks in the beginning of the fall and spring semester to verify student assignments and vacancies in the residence halls
• Assist the Director of Residential Life to disseminate information to students and staff about room selection and on-campus housing options
QUALIFICATIONS:

Minimum Qualifications

- Bachelor’s degree prior to start date
- Must be a full time graduate student in good academic standing making reasonable progress toward a degree objective
- At least one year of experience working as part of a residence hall staff or another student affairs functional area
- Experience that demonstrates sensitivity and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of first generation college students
- Demonstrated commitment to social justice, equity, and inclusion
- Must be in good conduct/judicial standing and remain so throughout the term of employment

Preferred Qualifications:

- Possess assertive leadership skills and ability to work in a team
- Possess effective communication skills in order to successfully approach people, mediate problem situations, and enforce policies
- Must be easily approachable, friendly, and able to establish rapport with residents
- Ability to use authority with discretion and exercise good judgment
- Must be able to maintain confidentiality of sensitive student information
- Effective community development and programming experience
- Crisis management experience
- Fluency in a second language particularly Spanish, Cape Verdean Creole, Haitian Creole, Vietnamese, Mandarin, or Cantonese

Start Date and Term of Employment
The GRD position start date is July 29, 2019 – May 29, 2020. This is a two-year appointment contingent upon successful work performance.

SPECIAL REQUIREMENTS
Selected candidate will be subject to a Personal and Criminal background check prior to employment.

Physical requirements are within the general range of an office environment, must be able to lift up to 30 pounds occasionally and will include occasional walking of the campus, including up and down several flights of stairs.

CONTACT INFORMATION:

Director of Residence Life:
Tyrone Newsome
Email Address: tnewsome@pmc.edu