

**Villanova University**  
**Office for Residence Life**  
**Graduate Resident Director Position Description**

**Position Summary:** The Graduate Resident Director (GRD) is a paraprofessional member of the Office for Residence Life. Responsibilities include the overseeing of daily operations of assigned hall(s), including student staff supervision, building maintenance, planning and implementing community building efforts, policy enforcement, and crisis intervention. GRDs serve in the primary on-call rotation after hours. In addition, each GRD will be given one collateral assignment in the Office for Residence Life based on interest, experience, and skills. GRDs are supervised by the Area Coordinator for Residence Management for their designated area.

**Requirements:** The GRD is a part-time, 10-month, live-in position. Undergraduates and Law Students are not eligible to apply. GRDs may not hold any other compensatory position on or off campus during the academic year; exceptions may be made for academic internships and practicums. GRDs are hired on an annual contract basis.

- Education: Bachelor's degree required. Must be enrolled in a full-time Graduate Program at Villanova University.
- Experience: Previous experience as a Resident Assistant strongly preferred
- Skills: Strong written and verbal communication skills; Strong administrative, planning and programming skills.
- Appreciation for mission and values of Catholic higher education

**Basic Position Responsibilities:**

*Supervision of Resident Assistants*

- Ensure accurate and timely completion of administrative tasks delegated to RA staff.
- Articulate and supervise implementation of hall and university policies and procedures.
- Monitor and evaluate building staff performance; address performance issues as necessary.
- Conduct regular individual and group meetings with building staff.
- Foster the development of a positive team among hall staff.
- Establish effective working relationships and work collaboratively with fellow staff members.

*Administrative Responsibilities*

- Submit required paperwork in a timely and complete manner.
- Attend all scheduled Residence Life meetings.
- Attend all scheduled training sessions.
- Maintain open communication with Area Coordinator and other professional staff members.
- Assist with the opening and closing of the residence halls throughout the academic year.
- Develop duty rosters to ensure nightly and break duty coverage for hall(s).
- Conduct on-going assessments of the physical condition of hall(s) to foster a clean, safe and functional living environment for residents.

*Duty Responsibilities*

- Share weeknight and weekend on-call responsibilities with other Graduate RD staff;
- Organize and participate in duty responsibilities within your building(s),
- Respond to crisis situations on campus as needed.

*Community Development*

- Support and guide RA staff programming efforts to ensure that programs are planned intentionally and are meeting the needs of residents.
- Monitor RA staff progress in meeting departmental programming requirements.
- Create a friendly, respectful and considerate environment among the residents in the hall.
- Establish positive relationships with residents of the hall
- Demonstrate availability and approachability to residents.