



Valdosta State University

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Housing and Residence Life Graduate Residence Hall Director

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 residence hall in an 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. Also, please send a letter of interest and at least 3 references to Housing Supervisor Erica Chaviano at echaviano@valdosta.edu as she will review with the selection committee and invite selected candidates to phone interviews which will activate the selection process.

Candidate must be in pursuit of a Valdosta State University Graduate degree. Experience in Housing & Residence Life or Student Affairs, a willingness and desire to learn, 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. Position is a 12-month position from date of hire. Contract is renewable on an annual appointment.

Remuneration

The Residence Hall Director position includes a tuition waiver scholarship, monthly competitive stipend, partial meal plan, fully furnished apartment, pet policy and domestic partnership opportunities available.

Responsibilities

Supervision and student support services



Provides direct supervision to up to 16 undergraduate RAs. Ensures daily contact with the RAs of each hall for the purpose of exchanging information, discussion of ideas, problem solving, advising in regards to working with residents and miscellaneous needs. Meets weekly with student staff both in a group and individually with each to facilitate communication and provide support. Hold one-on-one meetings with the RAs on a regular basis. Oversees the residential curriculum and all staff requirements for residence hall staff. With the Housing Supervisor, coordinate recruitment, selection, training, and evaluation, and directly supervises student staff for assigned hall.

Administration and Building Management

Accurately maintains all housing administrative records related to students in assigned hall. Oversees, in conjunction with the Housing Supervisors, the overall general upkeep and facility care of the assigned hall within the area, including regular walk-through tours of the residence hall building. Oversees front desk operations for assigned residence hall in accordance with Housing and Residence Life front desk procedures to effectively monitor the conditions of the facilities. Attend and participate in professional staff meetings as scheduled. Meets regularly with Housing Supervisor. Work closely with the Assignments and Contracts Coordinator and the Associate Director of Housing Operations in managing vacancies and reporting room changes. Coordinate and manage the opening and closing of the residence hall. Manage, distribute, and replaces the keys as necessary for the residence hall. Interpret and implement process, policies, and procedures. Works with Budget Manager to place hold on resident's accounts, due to community fines, lost keys, and other miscellaneous items upon confirmation of immediate supervisor. Perform other duties as assigned.

Community Building

Create living-learning environments that challenge and encourage the holistic development of students through the Residential Curriculum learning model. Create an open and safe environment that encourages residents to grow and examine issues including leadership development, personal growth, diversity and inclusion, and academic success. Provide counseling and referral for personal, developmental, judicial, and academic concerns of students. Be creative and innovative in personally connecting to the residents. Inform and educate residents about institutional and Residence Life policies and regulations. Empower residents to take responsibility for their actions and decisions as a member of the Valdosta State University and residence hall community.

Crisis Management and Conduct

Participates in an on-call rotation throughout the calendar year to respond to incidents and emergencies as they occur, for a residential population of approximately 3,000 undergraduate students. Serves an educational conduct judicial hearing officer (Maxent software system) Responds and follows up, as appropriate, to emergency/critical incidents related to students in the hall in accordance with Housing and Residence Life emergency procedures. Supports and enforces university and housing policies and procedures.