



Office of Housing & Residence Life Graduate Resident Director position

The Graduate Resident Director (GRD) is a member of the professional live-in Residence Life staff at the University of Pittsburgh at Greensburg. Among other things, the GRD is responsible for the overall management of one of our five residence halls on campus. The GRD supports the department and University in its mission, goals and policies. All applicants must have a valid driver's license and their own means of transportation.

While we do have two GRD positions at Pitt-Greensburg, this particular GRD will oversee a semi-traditional residence hall of approximately 100 beds (Robertshaw Hall) that is typically comprised of first-year and sophomore students.

An overview of duties & responsibilities of the position are below:

1. Be available for assistance to students and establish regular office hours (approx. 20 hours/week).
2. Supervise a staff of 4 Community Assistants (CAs) in the areas of programming, discipline, and personal/professional development.
3. Assist in managing roommate and/or staff conflicts in the assigned residence hall.
4. Enforce residence hall policies and procedures consistently and fairly, and meet with students as part of the student conduct process.
5. Oversee daily operations of assigned residence hall, working with facilities and campus police to ensure a safe residential environment.
6. Participate in professional staff's on-call/duty rotation and respond to concerns as they arise. Each professional staff member is on duty approx. 1 night/week and 1 weekend/month, as well as during select University recesses.
7. Develop community building and educational programs & initiatives as part of the department's residential curriculum.
8. Assist with CA recruitment, selection, and training; housing procedures; and opening and closing of residence halls at the beginning and end of each semester and scheduled break periods.
9. Serve as co-advisor to the Residence Hall Association (RHA).

Collateral assignment opportunity: If interested, the GRD may choose a functional area that they can work in as a collateral assignment. The GRD will work with their supervisor to determine a collateral assignment.

Compensation: Full in-state and out-of-state tuition for fall/spring semesters, plus \$5,500 stipend per academic year. GRD also receives furnished, on-campus apartment and meal plan, as well as professional development funding. We also have a pet and partner policy for our live-in staff members.

Term of Appointment: One-year assignment, renewable for second year. Start date: Week of July 24, 2023.

Contact:

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