

# University of Pittsburgh at Greensburg

## Office of Housing & Residence Life – Graduate Resident Director

**General Description:** The Graduate Resident Director (GRD) is responsible for the general welfare of the students within their assigned residence hall. The GRD will also assist in providing programs and services in the Office of Student Services. The GRD must support 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.

### **Residence Life Specific Responsibilities (75%-85%)**

During the first year, the GRD will be assigned to a traditional residence hall (College Hall - 150 beds) that is typically comprised of first-year students. The GRD will transition to a suite-style residence hall (Westmoreland Hall - 100 beds) during their second year. This hall is predominantly home to sophomores, juniors, and seniors. Other responsibilities include:

1. Be available at regular times for assistance to students.
2. Participate in Community Assistant (CA) recruitment, selection, and training.
3. Supervise a staff of 4 CAs in the areas of programming, discipline, and personal/professional development.
4. Assist in resolving conflicts and maintaining discipline in the assigned residence hall.
5. Work cooperatively with maintenance and campus police to ensure a safe and secure residential environment.
6. Maintain proper records of incidents that occur utilizing Maxient (our online judicial system).
7. Participate in on-call rotation with residence life staff. (Approximately 1 night/week and 1 weekend/month.)
8. Develop educational programs and initiatives for residents.
9. Oversee daily operations of assigned residence hall.
10. Assist with housing procedures, as well as opening and closing of residence halls at the beginning and end of each semester and scheduled break periods.
11. Enforce residence hall policies and procedures consistently and fairly.
12. Co-advise the Resident Student Council (RSC) student organization.

### **Additional Student Services Area (15%-25%)**

The GRD may choose a functional area/office that they can work in as a collateral assignment. The GRD will work with their supervisor to determine a collateral assignment.

### **Compensation**

In state: full value of tuition & fees, plus \$5,440 stipend per academic year. Out of state: full value of in-state tuition & fees amount, plus \$5,440 stipend per academic year. (NOTE: Out-of-state candidate will receive a supplemental amount to help make up a portion of the difference of out-of-state tuition cost.)

**Term of Appointment:** One-year assignment, renewable for second year

**Supervisor:** Brian Root, Assistant Director of Housing and Residence Life

**Contact Information:** Comments or questions should be directed to:  
Brian Root, Assistant Director of Housing & Residence Life,  
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