

**OFFICE OF UNIVERSITY HOUSING
WARRENSBURG, MISSOURI
GRADUATE ASSISTANT
RESIDENCE HALL DIRECTOR for
GREEK LIFE
JOB DESCRIPTION**

The Office of University Housing at University of Central Missouri is dedicated to building an environment in the residence and Greek Life system which facilitates the educational and personal development of students. This mission guides a system which accommodates approximately 900 students within the Greek Life system in the Greek area. The emphasis of the position is to operate the Greek residence halls and work for Greek Life programs and activities. The Residence Hall Director for Greek Life will provide leadership and direction to all students. Additionally, they are responsible for student staff supervision, training and development, assist with advising Greek government bodies, outreach and counseling of students and problem solving. Reporting directly to the Assistant Director, the Residence Hall Director for Greek Life is an essential member of the leadership team in the Office of University Housing. This is a required live in position.

GREEK LIFE RESPONSIBILITIES

1. Assist the advisement of at least one of the Greek governing councils (Panhellenic, Interfraternity, National Pan-Hellenic)
2. Advise one of the Greek Life leadership groups (Order of Omega, Rho Lambda, judicial boards)
3. Assist in planning and advisement of Greek Week.
4. Work closely with Assistant Director on Greek Life functions (recruitment, Greek 101, educational programs)
5. Assist with compiling and updating Greek membership cards and records and semester reports.
6. Assist with daily operations of the Residence Life and Greek Life office.
7. Other duties as assigned.

STAFF DEVELOPMENT AND TRAINING RESPONSIBILITIES

1. Supervises daily performances of the undergraduate staff members. Participates in staff recruitment, selection, training and evaluation. Attends and participates in all required hall, area, office and departmental staff meetings and workshops.
2. Provides direction and information to staff in the following areas: programs, activities, counseling, administration, judicial affairs and personal conduct.
3. Develops and conducts staff in-service training sessions.
4. Prepares and supervises undergraduate staff duty/call schedules.
5. Supervises Community Advisor staff which includes acknowledgment of positive contributions as well as confrontation when staff behavior is inappropriate.
6. Where applicable, schedules, trains and evaluates the front desk staff/fitness center staff.

STUDENT DEVELOPMENT RESPONSIBILITIES

1. Facilitates the development of an environment which stimulates student responsibility and accountability within the residence and Greek system.
2. Oversees, advises, and assists in the planning of programs with students and staff in the residence hall. Such programs must consider the developmental needs of students, the coordination with classroom learning, and the broad educational emphasis.
3. Consults and advises students on an individual and small group basis. Refer students to appropriate resources or helping agencies.
4. Facilitates weekly staff and individual meetings.
5. Assists in establishing a positive working relationship between the residence hall staff and the Greek governance units.
6. Identifies and articulates individual and staff goals by the end of the first month of employment.
7. Acts as a judicial hearing officer for policy violations in the assigned living area. Handles referrals for policy violations, clarifies and interprets University and residence hall policies for students and staff; recommends appropriate sanctions for various offenses; follows-up on all judicial matters; and provides timely judicial communications with students and staff.

8. Presents/facilitates programs to the residents/staff.
9. Eat meals in the dining halls to interact with residents and assist in monitoring the dining hall experience.

ADMINISTRATIVE RESPONSIBILITIES

1. Reports to the Assistant Director of Residence and Fraternity/Sorority Life.
2. Communicates regularly with office personnel, and other University officials.
3. Monitors the physical upkeep and maintenance of the residence halls through job orders and communication with Assistant Director.
4. Prepares a weekly occupancy report.
5. Coordinates the accurate and timely completion of paper work associated with room changes, check-in/check-out, etc.
6. Serve as on call duty person for all residence halls.
7. Remains on campus during certain weekends: closed weekends, opening/closing weekends, and specified weekends as designated by the Office of University Housing. Also, with one-half of the area leadership, must remain on campus each weekend.
8. Maintains regularly scheduled office hours each week.
9. Performs special duties requested by the Assistant Director and the Office of University Housing (i.e. committee work reports, etc.).
10. Maintains a close working relationship with the support staff.

QUALIFICATIONS

- Bachelors degree completed by July 1.
- Enrollment in the College Student Personnel Administration graduate program
- Minimum 3.00 undergraduate cumulative grade point average preferred (cannot be below 2.70).
- Must be able to respond to emergency situations quickly.
- Mobility throughout the housing system is essential.
- Greek membership preferred.

REMUNERATION

Salary - \$3750/semester. Additionally, Residence Hall Directors receive a furnished apartment and board plan while classes are in session, a graduate scholarship and a student parking permit.

EMPLOYMENT DATES

July 27 to May 14

(The Graduate Assistant Contract from the Graduate School begins the week before classes for the Fall semester and the first day of classes for the Spring semester.)

Dates outside of the Graduate School's Graduate Assistant Contract are required by the work of Housing prior to student arrival and additional compensation may be provided.

APPLICATION PROCEDURES

Application material should include:

1. Apply and be accepted to UCM Graduate School and College Student Personnel Administration Program
2. Apply for Assistantship on-line at jobs.ucmo.edu/hr

Questions regarding the position and selection process should be directed to:

Alan Nordyke
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