Graduate Assistant Hall Director, Office of Residence Life

Rockhurst University is seeking an energetic individual committed to student learning and development to serve as a Graduate Hall Director at Kansas City’s Jesuit institution. Approximately 200 upper-class students live in each of our residential communities. Rockhurst’s residence life program is actively involved in student programming, education, orientation, and retention. The Graduate Hall Director position is an 11-month live-in position and reports to the Assistant Dean of Students.

Responsibilities include residential education, staff supervision, crisis management, on-call and availability after hours and weekends, disciplinary conferences, building safety and security, community development, staff selection, programming, and committee assignments.

Staff Opportunity
Supervise a staff of Resident Assistants (RA), one undergraduate Desk Manager (DM) and approximately 18 Front Desk Assistants (DA). Conduct weekly RA meetings. Meet with RA’s/DM individually to provide support and direction. Assist in recruiting, selecting and training RA staff. Assist in planning and implementing in-service training and provide development activities to promote positive job performance within the RA staff. Evaluate staff regularly and hold staff accountable to job expectations.

Community Building
Advise and assist with staff projects and programs. Work with Resident Assistants to develop and provide a balanced variety of educational, social, and recreational programs. Keep residents informed about activities and events happening on campus. Assist with events involving residents such as campus events, intramurals, Orientation, etc. Provide a monthly and annual report of the activities held.

Counseling/Advising
Be sensitive and responsive to students’ emotional, personal, behavioral and academic needs. Advise and make appropriate referrals. Attend to the health and safety of residents in medical, psychological, and other crisis/emergency situations. Be aware of and respond to the effects such crises have on the community. Be knowledgeable of and collaborative with the various campus resources: Health Services, Campus Security, Counseling Center, Campus Ministries, Career Services and Student Activities. Be accessible and approachable to students.

Administration
Assist with the opening and closing of the residence halls. Assist with Admissions Open House events. Process maintenance work orders and RA duty logs. Maintain office hours and communicate as needed with the Campus Security, Physical plant, and other university departments. Attend regular Residence Life and Student Development staff meetings. Serve on assigned committees. Provide campus wide on-duty coverage according to a rotating schedule.

Policy Enforcement/Crisis Management
Communicate, interpret, and enforce University and residence hall policies and procedures. Encourage behavior consistent with the Student Code of Conduct and hold students accountable for their actions. Develop and maintain a working relationship with Campus Security, Health Services, and the Counseling Center. Challenge, confront, and follow-up on negative behavior. Serve as a judicial hearing examiner. Administer sanctions appropriately and in a timely manner. Recommend changes in policies and procedures.

Other Duties as Assigned
Attend weekly staff meetings with colleagues. Participate in professional/graduate staff training throughout the academic year. Meet bi-monthly with supervisor. Assist with the planning and implementation of RA training and ongoing staff development. Participate in campus-wide recruitment and selection of RAs. Maintain relationships with professional associations including attendance, participation and/or presentations at state, regional, and national conferences. Perform administrative tasks as assigned.
**Required Qualifications**

- Admission into College Student Personnel Administration program at University of Central Missouri
- Strong organizational and interpersonal skills
- Demonstrated ability to develop positive relationships with students and parents
- Willingness to spend evening and weekend time with students is required
- Live-on campus in University provided apartment

**Preferred Qualifications**

- Understanding of Jesuit mission and values

**Compensation**

- Stipend of $10,000
- Up to 18 in-state graduate credit hours at University of Central Missouri
- $500 professional development fund
- Furnished apartment with utilities
- Partial meal plan
- iPhone

Position reports to an Assistant Director for Residence Life. Staff are provided with an apartment, and professional development assistance.

Rockhurst University is a small Jesuit university located in Kansas City, Missouri. Founded by the Jesuits in 1910, Rockhurst is a comprehensive university that offers more than 50 undergraduate and graduate programs taught by nationally recognized faculty. Rockhurst emphasizes learning, leadership and service. Rockhurst University is a learning community, centered on excellence in undergraduate liberal education and graduate education.

Resumes will be accepted until position is filled. For consideration, please submit a cover letter and resume to Sean Grube, Assistant Dean of Students, Rockhurst University, 1100 Rockhurst Road, Kansas City, MO 64110. Rockhurst University is an Equal Opportunity Employer."