

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

**UNIVERSITY HOUSING MISSION STATEMENT**

University Housing provides residential experiences that empower students to succeed, engage with others, embrace diversity, and develop life skills.

**HOUSING STUDENT OUTCOMES**

University Housing strives to create an on-campus living experience that assists residents in developing skills and abilities to accomplish the following:

- **Be successful:** Students will learn and develop skills to achieve success with their academics, job, finances, and their professional goals. Students will learn skills and abilities to contribute to their learning and be active participants in their personal growth and development.
- **Be engaged and connected with others and the community:** Students will feel a sense of belonging and connection to the UCM and local community. Students will gain skills to make meaningful connections to others and gain an acceptance and understanding of others.
- **Embrace our diverse world and the importance of inclusion of all people:** Students will learn and develop skills to enhance their lives through a broader understanding of relationships with others, society, and the world. Students will learn skills to demonstrate their role in an inclusive and caring community.
- **Develop life skills and become self-aware:** Students will learn and develop skills to achieve personal responsibility for living in a community, solving one's problems, accepting personal role in challenges, failures, and successes, living a healthy lifestyle, and other life skills.

Fraternity and Sorority Life at UCM are part of University Housing and this mission guides a the FSL system which accommodates approximately 900 students within the Greek Life system. 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**

- Bachelor's degree completed by July 1.
- Enrollment in an UCM 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. (not required)

#### **REMUNERATION**

Salary - \$3750/semester.

Graduate Assistant Scholarship/semester

\*\* (Tuition & Fee assistance typically covers 9-10 credit hours at in **and** out of state rate)

Additionally, Residence Hall Directors receive a furnished apartment, office and board plan while classes are in session, and a student parking permit.

#### **EMPLOYMENT DATES**

July 22 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 Program of study.
2. Apply for Assistantship on-line at [jobs.ucmo.edu/hr](http://jobs.ucmo.edu/hr) (link will be sent later in process)

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

Alan Nordyke  
Director of Residence and Greek Life  
Office of University Housing  
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