



JOB DESCRIPTION TITLE: Graduate Assistant Resident Director
DEPARTMENT: Student Development
Responsible to: Director of Residence Life

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

I) Summary of Responsibilities: The Graduate Assistant Resident Director (GA RD) is an active member of the Student Development department and someone that serves as a protector and promoter of the learning community that exists in the Residence Halls. The GA RD supervises and mentors the building team leaders, provides programming for the hall, develops relationships with residents, oversees the functioning of the Residence Hall, and assists with functions related to Residence Life. The GA RD is also a graduate student in the Master of Arts in Higher Education program at Geneva College.

II) Essential Responsibilities:

A. Teamwork and Collaboration

1. Committed to serving as a team player within the department, Student development and Geneva College.
2. Serves as a liaison with Health Services, the Counseling Center, Physical Plant, Food Services, Security, and the Business Office.
3. Promotes good communication and relationships with students, Student Development personnel, administration, faculty and the community.
4. Maintains consistent communication with the housekeeper assigned to their building.
5. Serves on appropriate Student Development committees as needed.

B. Uncompromisingly Safe and Maintained Facilities

1. Works closely with RA's and Physical Plant in maintaining the Residence Halls.
2. Manages the overall operation of the residence facility, keeping it comfortable, safe and sanitary.
3. Expresses concern about the security and safety of the residence and its occupants and reports all security concerns to the appropriate people.
4. Opens and closes the Residence Hall before and after each college break.
5. Plans and implements duty schedules for RA's.
6. Assists in the room sign-up process for all campus Residence Halls and assists with the overall campus process.
7. Walks through their assigned Residence Hall every day to be aware of the general condition of the Hall.

C. Loving Redemptive Discipline

1. Enforces all College policies, rules and regulations governing Residence Halls and houses.
2. Assists RA staff with individual counseling and roommate conflict mediation.
3. Consults on disciplinary problems in the Residence Hall, as well as holds discussions with students referred by RA's concerning inappropriate behavior.
4. Hears and adjudicates disciplinary cases for policy violations of the Student Handbook.

D. Involvement Over Programming:

1. Works closely with RD's and RA's in organizing and overseeing Hall Programs and other activities.
2. Counsels and advises students about personal, spiritual, academic or social issues.



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3. Coordinates and assists the RA's with connecting students to social, educational, spiritual, and cultural programming on campus.
4. Provides RA staff and students assistance in the development of community in the Residence Hall.

E. Purposeful Hiring and Training:

1. Takes leadership in the selection, training, and evaluation of the Residence Life Staff.
2. Assumes responsibility for organizing the Resident Assistants (RA's) in the Residence Hall.
 - a) Orienting them to their responsibilities
 - b) Regular one-on-one's with RA's
 - c) Conduct training sessions and weekly staff meetings.
3. Evaluates the individual RA as well as the overall Residence Life Program.
4. Supervises RA's by interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
5. Has a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.
6. Participates in campus Residence Life staff orientation. Implements in-service training sessions as requested.
7. Participates in RA trainings for the Fall and Spring.

F. Administrative

1. Takes administrative responsibility for all tasks assigned by the Director of Residence Life.
2. Maintains regular contact with the RA's to check on their progress.
3. Attends weekly meetings with the Director of Residence Life.
4. Plans to be on campus during any period in which there are no classes, but during which the Residence Halls are open.
5. Shares rotating on duty responsibilities with other Residence Life Staff.
6. Manages and rectifies college credit card expenses and oversees hall budget.

III) Performance Development Areas:

- A. Communication** - Expresses verbal and written ideas and thoughts clearly and effectively; good listening and comprehension skills; keeps others adequately informed; uses appropriate communication methods.
- B. Dependability** - Arrives as scheduled, prepared to work; takes responsibility for own actions; commits to doing the best job possible; keeps commitments.
- C. Job/Technical Knowledge** - Possesses skills and technical competence to execute job duties; able to learn and apply new skills; keeps up with current developments; understands how job relates to others; uses resources effectively.
- D. Teamwork/Cooperation** - Works effectively with others; establishes and sustains a positive impact on people; actively contributes to teamwork; balances team and individual responsibilities; exhibits objectivity and openness to others' views.
- E. Initiative/Interest/Motivation** - Seeks solutions to problems both within and beyond area of direct responsibility; looks for and takes advantage of opportunities; seeks opportunities to increase job skills and knowledge.
- F. Adaptability/Flexibility** - Adapts to changes in the work environment; manages competing demands; accepts criticism and feedback; adjusts approach or method to best fit the situation.
- G. Stewardship** - Uses college resources with wisdom and prudence to accomplish college objectives.



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- H. **Safety** - Completes job responsibilities in a safe manner in accordance with department and college safety policies and practices.
- I. **Integrity** – Exhibits honesty and trustworthiness in work and interactions with college employees, vendors and others. Obeys and applies relevant laws and regulations related to the position.
- J. **Kindness** – Exhibits compassion and kindness to all campus community in actions and words.
- K. **Joy** – Contributes to making the work environment and the college “a great place to work” by helping others grow in the abilities and responsibilities.

IV) Job Requirements - Administrative:

- A. **General:** Individuals must possess the knowledge, skills, and abilities listed or are able to explain and demonstrate that they can perform the essential responsibilities of the job, with or without reasonable accommodations in order to safely perform the essential responsibilities of the job.
Physical: Must be able to perform the following: talking, hearing, and seeing. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, fax machines, copy machines, and telephones.
Material: Must own an operating cell phone to be regularly used and checked for work purposes.
- B. **Confidentiality:** Individuals must recognize that management of data, including personal information, grades, budgets, programs and policies is necessary to the operation of the College. Such information must be kept private and confidential for the protection of the College and to obey Federal and/or State laws. Should there be doubt as to whether a certain matter is to be protected, it should be discussed with your supervisor before making a disclosure.
- C. **Mental:** Must be able to reason, analyze, prioritize, conceptualize, make judgments, and solve problems.

V) Qualifications:

- A. **Minimum:**
 1. Education/Certification: Bachelor’s Degree; Enrolled in Geneva’s MA in Higher Education program.
 2. Experience: Residence life and/or leadership experience.
 3. Skill/Abilities:
 - a) Work with a diverse group of college constituents.
 - b) Present oneself in a professional and collegial manner.
 - c) Work independently and meet deadlines.
 - d) Express and role model one’s Christian faith in an open enrollment environment.
 - e) Counsel/advise the college age population.
 - f) Integrate professional practice from a Christian world view.
 - g) Work in a team setting to accomplish the mission of the college and the Student Development department.
 - h) Intervene and serve students in times of crisis.
 - i) Work with students, families, and college administrators.
 - j) Maintain a valid driver’s license and insurability status.
 4. Must be enrolled in the Master of Arts in Higher Education program.

Christian Commitment: eligible candidates must be a thoughtful and articulate Christian and an active member of an evangelical Christian church. Preference will be given to candidates who support and have an articulate understanding



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of the Reformed faith. The individual must understand and support the college's "Foundational Concepts of Christian Education" by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

Application Process: Interested applicants should send a cover letter, resume, statement of faith, and names with contact information of three references to hed@geneva.edu. Once collected by the Higher Education Office, qualified applications will be sent to Kelsey Murphy (Director of Residence Life), klmurphy@geneva.edu. Applications will be reviewed upon receipt.