



POSITION POSTING

Graduate Community Director Housing & Residence Life

UNIVERSITY LIFE:

We prepare Mason students for the demands of work, social responsibility, and life in an ever-changing global society.

Through a range of direct services and programs, University Life supports every student at Mason from orientation through graduation. University Life creates purposeful learning environments, experiences, and opportunities that energize all students to broaden their capacity for academic success and personal growth. Through our innovative programs, partnerships, and services, students discover their unique talents, passions, and place in the world.

Mission Statement

Housing and Residence Life is committed to providing a safe and well-maintained student-centered environment that is innovative and inclusive of a global community. We are dedicated to creating a home that enriches the experiences of our students, staff and faculty.

Function:

The Graduate Community Director (GCD) is a 10-month, live-in staff member responsible for the educational, social, and cultural growth of the individual student and the overall residential community. The primary responsibilities include initiating, implementing, maintaining, and evaluating efforts in the assigned residential area(s) that will result in a student-centered community that supports the academic mission of George Mason University. The Graduate Community Director is responsible for the overall administration and management of their assigned residential area(s).

Required Skills/Qualifications:

A successful candidate for the Graduate Community Director position at George Mason University will possess prior live-in residence hall or significant student leadership experience at the undergraduate level, as well as a completed bachelor's degree. The candidate must also be accepted to a graduate program at George Mason University. Candidates must

demonstrate strong leadership, decision making, communication, community development and administrative skills.

Position Responsibilities:

A Graduate Community Director at George Mason University fulfills five primary areas within Housing and Residence Life. Responsibilities fall into the categories of supervision and leadership, community development and programming, student support and development, collaborations and partnerships, and administrative duties.

Responsibilities to include, but not limited to:

- Supervising and leading a team of Resident Assistants (RAs) and/or Community Assistants (CAs); providing on-going training to develop leadership skills and enhance competencies essential to their positions*
- Providing opportunities for staff to receive feedback on the quality and effectiveness of their work; formally evaluate the performance of RAs and/or CAs during the fall and spring semesters*
- Assisting with the creation of a Community Development Plan for their assigned communities, which includes the successful incorporation of all departmental and University-wide initiatives such as the residential curriculum*
- Engaging with students in the residential community and providing timely and efficient follow-up communication regarding maintenance concerns, student conduct and well-being issues, operations requests, etc.*
- Communicating facilities and maintenance concerns to appropriate Housing and Residence Life professionals to ensure timely and satisfactory responses to all student requests*
- Maintaining a visible presence in the residence halls as a live-in staff member and engaging in positive, professional interactions with students after business hours to promote community development*
- Developing positive relationships with other University departments (i.e., GMU Police Department, Student Involvement, Counseling & Psychological Services, Student Support and Advocacy Center, etc.) through committees, task forces, and other collaborative opportunities*
- Aiding and advising undergraduate student staff in the areas of diversity, inclusion, and social justice*
- Serving as a hearing officer to effectively resolve cases of student misconduct within an educational framework*
- Completing all assigned administrative tasks using Housing & Residence Life software (StarRez, Involvio, PAVE Suite, etc.)*
- Participating in the Residential Communities professional staff duty rotation*

Time Commitments:

*The Graduate Community Director position is designed for 20 scheduled office hours per week in addition to participation in evening, weekend and holiday on-duty rotation. During peak times in the academic year, extended hours will be required. Any additional employment or academic commitments (internships, practicum assignments, etc.) must be approved by the direct supervisor or designee. The anticipated start date for this position is **Monday, July 15 2019.***

Compensation:

The Graduate Community Director position will consist of up to nine (9) graduate credits per semester for the 2019-2020 academic year, an \$11,000 stipend, on-campus apartment in assigned residence hall, and a partial meal plan. Compensation does not include student/college fees.

To apply:

To apply for this position, please do so by submitting a letter of interest, resume, and three professional references to:

*Meeghan Miletette
Associate Director Staff On-Boarding & Development
bteague2@gmu.edu*

**Priority deadline for application materials is Monday, June 10, 2019, but materials will be accepted until the position is filled.*