

Graduate Assistant Resident Director

The George Mason University Office of Housing and Residence Life welcomes all qualified candidates to apply for the position of *Graduate Assistant Resident Director (GARD)* for the 2017-2018 academic year.

Responsibilities:

The Graduate Assistant Resident Director is a 10-month, live-in staff member responsible for the shared management and administration of their assigned residential building(s). The primary responsibilities include initiating, implementing, maintaining and evaluating efforts in the residential area that will result in educational, social, and cultural growth for the individual student and the entire living community.

A Graduate Assistant Resident Director at George Mason University fulfills five primary areas within the Office of Housing and Residence Life. Responsibilities fall into the categories of Staff Supervision, Community Development and Programming, Departmental Responsibilities, Student Development, and Administrative Duties to include, but not limited to:

- Shared selection, training, and supervision of Resident Advisors (RAs) on an ongoing basis to facilitate leadership, personal growth and development
- Educating and holding staff accountable to the following: University policies, Office of Housing and Residence Life policies, Resident Advisor accountability chart, and staff expectations
- Assisting with the creation of a community development plan, which includes the successful incorporation of the Patriot Experience, to address the multifaceted needs of their specific resident student population
- Proactively design approaches to develop community values and ethical standards such as respect, courtesy, appreciation of differences, civility and compromise
- Maintaining a visible presence in the residence halls as a live-in staff member; and engage in positive, professional interactions with students after business hours to promote community development
- Developing positive relationships with other University departments (i.e., George Mason University Police Department, Student Involvement, Counseling and Psychological Services, Student Health Services, Student Support and Advocacy Center, Office of Orientation and Family Programs and Services, etc.)
- Serving as a hearing officer to effectively resolve cases of student misconduct within an educational and developmental framework
- Participating in the on-call duty rotation within the residential neighborhood model

Qualifications:

A successful candidate for the Graduate Assistant Resident 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.

Time Commitments:

The Graduate Assistant position is designed for 20 scheduled office hours per week in addition to participation in an evening, weekend and holiday on-call rotation for their respective residential neighborhood. 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 Director of Residence Life or designee in advance.

Compensation:

The Graduate Assistant Resident Director position will consist of nine (9) graduate credits per semester at the Virginia in-state rate for the 2017-2018 academic year, an \$11,000 stipend, on-campus apartment in assigned residence hall, and a partial meal plan. The position is a 10-month live-in position.

To Apply:

Please e-mail a résumé and cover letter to Christian Barber, Assistant Director of Residence Life, at cbarber6@gmu.edu. There is a priority deadline of March 26, 2017 but applications will be accepted until the position is filled.