

Graduate Assistant Resident Director

George Mason University Housing and Residence Life welcomes all qualified candidates to apply for the position of *Graduate Assistant Resident Director (GARD)* for the 2018-2019 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 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, Housing and Residence Life policies, Resident Advisor accountability chart, and student 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
- Engaging with students in the residential community and providing timely and efficient follow-up communication regarding maintenance concerns, student conduct and well-being issues, housing services requests, etc.
- 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., George Mason University Police Department, Student Involvement, Counseling & Psychological Services, Student Support and Advocacy Center, etc.)
- Serving as a hearing officer to effectively resolve cases of student misconduct within an educational and developmental framework
- Completing all assigned administrative tasks using Housing & Residence Life software including but not limited to RMS, StarRez, PAVE, Collegiate Link, and Beacon
- 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 direct supervisor or designee. The anticipated start date for this position is July 23, 2018.

Compensation:

The Graduate Assistant position will consist of nine (9) graduate credits per semester at the Virginia in-state rate for the 2018-2019 academic year, an \$11,000 stipend, on-campus apartment in assigned residence hall, and a partial meal plan. Compensation does not include student fees. Individuals selected who do not qualify for the Virginia in-state rate will need to pay the difference in tuition. This graduate assistantship is a 10-month, live-in position.

To Apply:

Please e-mail a résumé and cover letter to Aysha Puhl, Associate Director of Living Learning Communities at apuhl@gmu.edu. There is a priority deadline of March 16, 2018, but applications will be accepted until the position is filled