



Graduate Community Director Position Description

2024 - 2025 Academic Year

Reporting to their assigned Area Coordinator, the Graduate Community Director (CD) is a graduate student position serving as a key paraprofessional member of Residential Learning and University Housing (RLUH). The Graduate Community Director leads a staff of undergraduate Community Assistants (CAs) in efforts to develop a safe, supportive, and inclusive community; promotes learning outside the classroom through the delivery of co-curricular programs; and coordinates the overall operation of the assigned residential community.

The following description addresses the general duties and responsibilities of the CD position. This document does not cover all job expectations or specific procedures for completing these responsibilities. All staff are expected to review and abide by additional policies and specific procedures described in other documents including staff manuals, as well as all local, state, and federal laws.

Supervision of Community Assistants:

- Supervise a staff of CAs in the assigned hall(s)
- Lead weekly staff meetings and hold regular 1-on-1 meetings with CAs
- Provide ongoing guidance and feedback to CAs and complete a formal evaluation of CA performance once per semester
- Assist in the recruitment, selection, and training of CAs
- Assist in facilitating in-services and staff development activities
- Oversee residential curriculum/social mapping process facilitated by CAs for their areas
- Oversee CA 1:1s with residents

Contact with Residents:

- Know residents of the assigned building(s) and be available to residents during office hours, through attendance at in-hall programs, and via informal interactions in the assigned residential community
- Be responsive to resident requests and inquiries and supportive of students' needs. Be especially attentive to individuals who show signs of distress
- Demonstrate respect for the differing lifestyles, opinions, and values of residential students
- Provide direct assistance to residents by mediating roommate conflicts and disagreements
- Become familiar with a variety of campus-wide resources, organizations, and services in order to expedite appropriate student referrals

Program Planning:

- Oversee and guide CAs in the implementation of programs that support student learning within an established programming framework
- Develop plans to evaluate programs throughout the academic year according to established guidelines
- As applicable, oversee an in-hall budget to support programming efforts
- Complete administrative forms related to financial transactions and programming activities

Policy Compliance and Enforcement

- Know University and RLUH policies and how they pertain to the residences
- Role model and abide by University policies as well as local, state and federal laws
- Address and document suspected / alleged violations of University policies or refer violations to professional staff or Police as appropriate

Mandatory Reporter

The person in this position is designated as a Campus Security Authority (CSA) and is required to report information about crimes in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act also known as the Clery Act [20 U.S.C. § 1092(f)]. In addition, the person in this position is regarded as a mandated reporter regarding child abuse and neglect and other misconduct including sexual violence and harassment. This includes any information shared in reference to any possible physical abuse, sexual abuse or neglect of a person under the age of 18 which must be reported immediately to your direct supervisor within 24 hours.

Emergencies:

Intervene in crisis situations by assessing

and the Internet at no cost), a campus meal plan provided when classes are in session, as well as a \$11,000-yearly stipend paid on a bi-weekly basis over the course of the year. CDs must be enrolled as full-time Graduate students each semester of their employment.

*Please note that there may be summer employment opportunities available. Summer classes will only be paid for by the office for graduate staff who are employed on a full-time basis.

Conditions of Employment:

This position is contingent upon the availability of funding as approved by the Rowan University Board of Trustees

In the event of extraordinary circumstances related to the current COVID-19 pandemic, force majeure, or other circumstances beyond the control of the University, this position may be eliminated and this offer may be deferred or rescinded, or the term of employment may be modified. In the event, the offer is rescinded, the University will not be liable for any damages.