

**Office for Residential Life & Housing Services
University of Rochester**

GRADUATE HEAD RESIDENT POSITION DESCRIPTION

The Graduate Head Resident is a graduate assistant position supervising a Resident Advisor or Community Advisor staff to help build healthy and inclusive residential communities and foster a lively academic and intellectual culture. The RAs and CAs work with undergraduate students to develop class identity, campus spirit, and pride in the College and the University. The Graduate Head Resident should know and establish working rapport with the staff team and the residents for whom they are responsible. The number of RA/CA staff and residents varies between 6-14 staff members and from 170-600 students for a particular area. The Graduate Head Resident is expected to help residents get to know one another in the living environment and to serve as a source of information about the College and its services. The GHR advises hall governments and may work with Greek and non-Greek special interest housing groups; intervenes in the resolution of behavioral issues and interpersonal or inter-group conflicts; and refers students with social, personal, academic, or health-related problems to the appropriate University agencies. The Graduate Head Resident reports to the Resident Director for his or her assigned residential complex. This is an academic year appointment and requires attendance at all staff training programs.

The Graduate Head Resident position requires approximately 18 hours of work per week. Other on-campus paid work may not exceed an additional 10 hours per week. If in any month you believe you are averaging more than 28 hours of paid work, it is imperative that you notify Residential Life. The Graduate Head Resident must remain enrolled full-time, in good academic standing in a University of Rochester graduate degree program. Remuneration for this position consists of a furnished apartment on campus, a partial board plan intended for meals with staff and residents when residential dining locations are open, basic cable, local phone service, high-speed internet access and a stipend of \$5,000.00 (\$5,000 per academic year, plus an additional \$100 for each year of continued service.)

Supervisory and Advisory Responsibilities

1. *RA/CA Supervision:* The GHR supervises student staff and supports them in their efforts to:
 - a) help build healthy and inclusive residential communities that complement and extend classroom learning,
 - b) create intellectually active residential environments that enhance personal growth and support the academic mission of the College, and
 - c) work with residents to develop class identity, campus spirit, and pride in the College and the University.

The RA and CA position descriptions should be consulted for a full description of the RA/CA responsibilities, which the GHR supports in a supervisory capacity. The RA/CA position descriptions parallel in many ways the GHR job description and contain, in particular, additional information on encouraging a positive social environment, creating an inclusive and respectful environment, and fostering intellectual growth, functions in which it is crucial that the GHR support the staff.

2. *Leadership and Government:* GHRs advise the student government in their complex, which organize to carry out and promote programs that foster student interaction and learning and which discuss and represent student needs, opinions, and interests. GHRs also may have special interest housing programs in their complex, which they may be expected to maintain advising relationships.
3. *Support Services:* Graduate Head Residents may supervise a Service Desk operation.
4. *Residency and Active Presence:* The GHR is required to:
 - a) live on campus in the assigned apartment space. (refer to separate apartment use agreement for terms,) and

- b) understand, follow and enforce University policies and regulations and the policy statements of the Office for Residential Life, and
- c) clear with the direct supervisor, in advance, any absence from campus for weekends or special events including conferences and research trips (approval for this will typically not to exceed one (1) weekend per month) and,
- d) to report for work as designated in advance of all hall openings and to remain for work in the halls until the halls are declared officially secured for recesses and year end closing. Graduate Head Residents must remain until their building(s) are determined to be secure on the day the residence halls close, and must return no later than noon, prior to the residence halls opening. Graduate Head Residents will remain until all staff are checked out and their building(s) are determined to be secure, typically, two days after commencement.

Support and Referral Responsibilities

1. *Counseling and Advising:* The GHR assists staff in actively listening, seeking appropriate consultation and making necessary referrals. The GHR is aware of campus resources and helps make staff aware of them. Each staff team will have a designated consultant from the University Counseling Center. It is the responsibility of the GHR to foster this liaison relationship by inviting the consultant periodically to attend staff meetings or gatherings, or to meet individually with the consultant.
2. *Emergency Resource:* The GHR staff rotates weekly on-call responsibility. Possessing a working knowledge of procedures to follow in emergency situations, the GHR assists RAs/CAs, students, staff and University personnel in responding to and resolving emergency situations.
3. *Behavioral Problems:* The GHR assists students in understanding expectations and developing behavioral standards appropriate to group living in an academic institution. When necessary, a GHR may confront individuals whose behavior is unacceptable and, where appropriate, refer cases to the student conduct system.

Training and Administrative Responsibilities

1. *Meetings and Communication:* On a day-to-day basis, GHRs work with the immediate supervisor, other Area staff, departmental staff, and RAs/CAs. GHRs lead weekly staff meetings, conduct at least bi-weekly individual meetings with each RA/CA, attend monthly departmental staff meetings, and maintain open and frequent communication with the immediate supervisor.
2. *Staff Development:* GHRs participate in all fall, mid-year, and in-service training programs. GHRs coordinate staff development and team-building activities with their immediate staff group.
3. *Liaison with Other Departments:* GHRs may develop working relationships with key departments and offices such as Office of the Dean of Students, College Center for Academic Support, University Counseling Center, Health Promotion Office, Student Activities, Interfaith Chapel, Office of Minority Student Affairs, Rochester Center for Community Leadership, International Services Office, Athletics and Recreation, University Facilities and Services, and others.
4. *Administrative Functions:* GHRs have key administrative responsibilities, including check-in/out, staff selection, room drawing, program and behavioral reports, maintenance requests, etc.
6. *Additional Duties:* GHRs perform other job-related responsibilities as requested by the immediate supervisor, or other Residential Life staff.