



**Rhode Island School of Design
Residence Life Office
2018-2019 Graduate Assistant Description
Resident Director**

DESCRIPTION

The resident director (RD) is a part-time (20 hours per week), graduate-level, live-in, ten-month term position in Rhode Island School of Design's Residence Life Department. The primary focus of this position will be to work with resident advisors (RAs) and students within a particular housing area to develop varied, vibrant, and meaningful activities and opportunities for community and personal development. These efforts will complement and enhance the experience of a rigorous academic program for aspiring artists and designers. The person who fills this position will receive direct supervision from an area coordinator. Opportunities exist for work with other student affairs departments and campus partners on specialized projects or committees based on passion and interest, as well as departmental needs. Opportunity for summer employment and/or subsequent academic year appointment may also exist.

RESPONSIBILITIES

Collaborate with the professional staff team to provide a comprehensive residence life program to the RISD community that includes:

- Supervise a set number of resident advisors (RAs)
- Work with entire student staff area team to establish and maintain a comprehensive calendar of events, activities and programs that focus on addressing the needs of RISD's residents.
- Support community development efforts by attending programs and events
- Assist area coordinator with managing the area budget
- Collaborate with area coordinator to develop agenda and participate in weekly student staff meetings on Wednesday evenings (8-10pm)
- Participate in student staff trainings, new and returning student staff selection processes, periodic in-service meetings and other student staff development and recognition efforts
- Serve as a conduct hearing officer for lower level conduct violations
- Work in collaboration with the Residence Life Office to implement opening and closing procedures (including winter break)
- Participate in departmental committee structure and associated ongoing projects (student staff selection, student staff training, etc.). Assist with other central office projects and special initiatives.
- Serve as Administrator-on-call on a rotating basis for resident population of approximately 1400
- Work with other campus offices such as Intercultural Student Engagement, Center for Student involvement, Career Center, Health Services, Orientation, etc. as time and opportunity permit, with approval from supervisor.
- Other related duties as assigned

REQUIREMENTS

To be considered for this opportunity, a candidate should be:

- A matriculated graduate student. Enrollment in a CSP, Counseling, or Higher Education Administration program preferred. Non-matriculated students engaged in appropriate coursework may be considered.
- Willing to work evenings and weekends on a frequent, periodic basis.
- Demonstrate the ability to work collaboratively as well as autonomously.
- Possess excellent interpersonal and communications skills.
- Attend weekly student staff meetings (Wednesdays 8-10pm) and professional staff meetings (Tuesdays 10am-noon)

Prior residence life experience, a positive attitude and awareness of social justice principles are preferred.

REMUNERATION

RDs receive a furnished on-campus apartment on the east side of Providence (utilities included), a meal stipend of \$2,000 for the 2018-2019 academic year, free RIPTA bus use with RISD ID, use of a work cell phone, and a pay rate of \$15 per hour. The department supports involvement in professional organizations and funds for professional development and conference activities are available. There are no additional benefits associated with this position.

To Apply: Send cover letter and resume to senior associate director for Residential Education, Josh Peipock, at jpeipock@risd.edu. Please note that we will be doing phone interviews prior to the URI interview day.