

Graduate Community Director (GCD)

CLASSIFICATION: Graduate Assistant (Student)

The University of Mississippi Department of Student Housing accommodates approximately 5400 students in 17 residential communities located in traditional (community bathrooms), contemporary (suite-style), residential college (live-in faculty), and apartment facilities.

POSITION SUMMARY: This is a graduate position responsible for the day-to-day oversight and management/co-management of one of our residential communities. The position is supervised by a Community Coordinator (CC), and the incumbent will be responsible for the direct supervision/co-supervision of a staff of Community Assistants (CAs), a staff of Community Desk Assistants (CDAs), and for supporting the development of students to become engaged scholars and responsible citizens. The position actively supports the department mission and educational priority to provide environments that are secure, supportive, comfortable, and designed to contribute to the personal and academic growth of each residential student. This is accomplished through successful completion of general responsibilities of the position outlined below.

QUALIFICATIONS:

1. Acceptance as a full-time graduate student in one of the University's academic programs (Higher Education/Student Personnel program preferred, residential graduate program required)
2. Residence hall and/or undergraduate leadership experience (on or off campus)

GENERAL RESPONSIBILITIES:

1. Live-in/on and provide leadership for a university residential community
2. Maintain consistent in-community office hours to provide availability to students in the residential environment
3. Actively assist students in becoming engaged scholars and responsible citizens through implementation of the residential curriculum
4. Serve as primary advisor or co-advisor for a Community Council and other building groups
5. Manage or co-manage curriculum budget and advise Community Council budget
6. Supervise or co-supervise 3-18 CAs and a team of CDAs
 - a. Some GCDs will co-supervise which results in the split of responsibilities between GCD and CC
 - b. Assist in the facilitation of selection, training, and payroll of CAs and CDAs
7. Oversee daily desk operations of the residential community
8. Serve as a conduct hearing officer for housing policy violations using restorative justice principles
9. Support the departmental commitment of valuing diversity, equity, and inclusion by contributing to an inclusive working, learning, and living environment
10. Engage in quality administrative practices by utilizing and effectively maintaining university software including eRezlife, Maxient, StarRez, Outlook, Total Card, and camera surveillance systems to support departmental functions
11. Responsible for maintaining safety and security protocols in assigned residential community
12. Serve on an on-call duty rotation for half of the campus (approximately 2,500 students) and effectively assist in management of crisis situations per established protocols
13. Maintain knowledge and operation of assigned residential facilities by completing frequent facility walks
14. Serve on departmental committees and taskforces
15. Be engaged during move-in and move-out processes, including all aspects of preparation, implementation, and processing charges

BENEFITS:

1. Tuition waiver up to 21 hours per calendar year
2. Approximately \$1,186 per month stipend (ten-month agreement, potential option for summer employment)
3. Optional health insurance through graduate school (paid for by student)
4. Professional development funds and travel opportunities (as available per departmental budget)
5. One or two bedroom furnished apartment during employment period
6. Laundry facilities and/or funds provided
7. Parking permit available for purchase in geographic proximity to apartment

HOW TO APPLY:

1. Application of Interest may be made online at <http://studenthousing.olemiss.edu/graduate-student-positions/> . Application materials will include Statement of Interest/Intent and appropriate contact information for three (3) references, and current resume.
2. Applicants to the Higher Education/Student Personnel Graduate Program are preferred and strongly encouraged to review materials at http://education.olemiss.edu/academics/programs/higher_ed_ma.html. Students may apply through the University of Mississippi Graduate School at <http://www.olemiss.edu/gradschool/>. ***Admittance to a residential graduate degree program is required prior to an on-campus interview for this position. Please note that the GRE may be a requirement for admission.***

Applicants must be able to pass a criminal background check and be able to attend Fall Graduate training. Training is set to begin on approximately July 10th, 2023.

University of Mississippi

The University of Mississippi opened its doors to 80 students in 1848, and was Mississippi's first public institution of higher learning. From its first class of 80 students, The University has grown to a doctoral degree-granting university with 15 academic divisions and more than 23,000 students. In all, more than 100 programs of study offer superior academic experiences. The University of Mississippi is included in the elite group of R1: Doctoral Universities – Very High Research Activity released in the Carnegie Classification of Institutions of Higher Education.

The University of Mississippi is located in Oxford, Mississippi (Lafayette County), in the north central portion of Mississippi, 90 miles from Memphis, Tennessee, and approximately equidistant between St. Louis, Missouri and New Orleans, Louisiana. Oxford, which was incorporated in 1837, presently covers an area of 16.5 square miles and has a population of roughly 19,000.

For more information on the University of Mississippi, visit <http://www.olemiss.edu>. You can view our institutional mini fact book at https://irep.olemiss.edu/wp-content/uploads/sites/98/2020/12/Mini-Fact-Book-in-Excel_2020-2021.pdf

For more information on the University of Mississippi Department of Student Housing, visit <http://studenthousing.olemiss.edu>.