University of Pittsburgh at Titusville
Graduate Resident Director

Job Description
As a member of the Residence Life staff, the Graduate Resident Director (GRD) is responsible for establishing and maintaining a safe academic living environment for resident students. He/she is responsible for the overall administration of a residential unit(s) which may be a traditional residence hall and/or a townhouse. The GRD supervises the Resident Assistants (RA) on campus and interacts with the resident students. The GRD provides a context within which students develop the skills required for academic excellence, self-responsibility, cultural awareness, and social interaction. The GRD oversees RA Training, conducts one-on-one and full staff meetings with the RAs, and assists with the Residence Hall Activities and Programs group on campus. The GRD is the front-line, live-in professional for the residence hall who intervenes in emergency and crisis situations, as well as plays critical part in the student judicial process.

Time Commitments
The position requires approximately 20 hours per week including evenings and weekends. There may be times during the year such as beginning of the term training, the opening and closing of the halls when the GRD will work beyond the regular 20 hours per week. The GRD is responsible for providing campus-wide duty coverage on a rotational basis; keeping office hours in the residence life office, and supervising/overseeing all RA programming.

Academic Expectations
GRDs must be full-time, registered graduate students with a minimum 3.0 cumulative grade point average. GRDs must be in good academic and disciplinary standing at their academic institution prior to and throughout the period of employment.

Supervision
The GRD supervises the residence halls which includes the resident students and the Resident Assistants. The Assistant Director of Residence Life and Student Conduct supervises the GRD. When the director is not available, the GRD may go to the Director of Student Life for assistance and/or answers.

Employment
The contract period for the GRD is mid-August through the end of April. The contract is renewable for a second year, if agreed upon by the University and the GRD.

The GRD must provide results of the following clearances dated within the immediate past five years before being hired and starting employment on campus:

- Pennsylvania State Police Criminal Record Check
- Department of Human Services Child Abuse History Clearance
- Report of federal criminal history record information in the form of an FBI Fingerprint Criminal History Clearance (collectively the “Clearances”).
In addition, the GRD must provide the University with certificates verifying that they carry professional liability insurance and health insurance during their employment as a Graduate Resident Director.

**Remuneration**
Compensation includes a furnished single occupancy on-campus apartment to be occupied solely by the GRD, meal plan, parking, $5,000 stipend and tuition waiver to cover the cost of in-state tuition.