

The Office of Residence Life
seeks applicants for 2019-2020
GRADUATE HALL DIRECTOR POSITIONS

The Graduate Hall Director (GHD) is a part time (25 hours per week), ten month, live-in, graduate level paraprofessional and a member of the Office of Residence Life.

The MOD and RAD communities are made up of mostly upper-class students living in singles or doubles. These areas are made up of traditional residence halls, houses and apartments. The WRGT community houses mostly first year students in doubles and triples in traditional styled residence halls.

Graduate Hall Directors (for MOD, RAD and WRGT communities):

- ❑ supervise and mentor a staff of 6-8 undergraduate Resident Advisors
- ❑ participate in an on-call duty rotation during the week and on weekends for after-hours emergency response – including, but not limited to, taking students to the hospital, mediations, conflict resolutions and crisis management
- ❑ maintain weekly office hours in the Student Affairs suite
- ❑ assist with Resident Advisor training, selection and other major functions within Residence Life and Student Affairs
- ❑ Chair a department committee and manage collateral assignments
- ❑ are available and visible in their residential areas
- ❑ live on campus in your assigned residence hall room
- ❑ are expected to attend programs
- ❑ must attend required Divisional and Departmental meetings and events
- ❑ will assist with other duties as assigned

Qualifications:

- Strong administrative, leadership, communication and customer service skills
- Must have an understanding of and experience community building and diversity
- Must be able to:
 - help the department meet the needs of and engage students from traditionally under-represented populations
 - multi-task, prioritize and meet all deadlines
 - develop presentations and write detailed reports
- *Experience in residence life and/or leadership development is preferred but not required*
- GHDs must have full-time graduate student status at Sarah Lawrence College for the 2019-20 academic year and be in good academic and social standing throughout their tenure in the position. At the time of application, candidates cannot be on housing probation or have a No Contact Order issued against them. Students in the following programs are not eligible for this position: Dance Movement Therapy, Art of Teaching and Genetics.

Compensation and period of employment: Compensation package values approximately \$16,450.00 (package includes: a \$4,500 stipend, on-campus housing with a small meal plan and parking). Contract begins August 16, 2019 & terminates May 20, 2020.

To apply, please submit one PDF document that includes a resume and cover letter discussing how you meet the above qualifications and which position/s you are interested in

by **April 12th, 2019 for current SLC students and
June 12th, 2019 for new SLC students** to:

Myra M. McPhee, Director of Residence Life reslife@sarahlawrence.edu

Please note: only candidates who are offered an interview will be contacted.