

## **The Office of Residence Life**

seeks applicants for 2019-2020

### **HILL HOUSE GRADUATE HALL DIRECTOR POSITION**

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.

Hill House is the largest residence hall at Sarah Lawrence College with more than 400 residents and 12 RAs. This 7-story building houses the majority of our first year students in 3-9 person apartments. It is conveniently located next to the only parking garage on campus and close to Cross County Mall which boasts dozens of restaurants and departmental stores.

#### **Graduate Hall Director (for Hill House community):**

- ❑ supervise and mentor a staff of 12 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
- ❑ assist the Assistant Director of Residence Life with housing processes
- ❑ maintain weekly office hours in the Student Affairs suite
- ❑ assist with Resident Advisor training
- ❑ expected to live in Hill House and attend programs
- ❑ available and visible in Hill House
- ❑ 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 with 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 12<sup>th</sup>, 2019 for current SLC students and**

**June 12<sup>th</sup>, 2019 for new SLC students** to:

Myra M. McPhee, Director of Residence Life at [reslife@sarahlawrence.edu](mailto:reslife@sarahlawrence.edu)

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