

## HOUSING AND RESIDENTIAL LIFE GRADUATE ASSISTANTSHIP POSITIONS

**POSITION OVERVIEW:** The Residence Director position is a 0.5 FTE position within the Department of Housing and Residential Life. All Residence Directors serve as part of the on campus crisis response team in Housing and Residential Life based on their area of assignment. RD's also serve as a member of Departmental Committees for Recruitment, Selection, Training, Assessment, Recognition or Social Justice.

**REQUIREMENTS:** All positions require a Bachelor's Degree and admittance to a graduate program. Some positions may require an early summer start date.

**REMUNERATION:**

Stipend:	\$12,000.00(\$1000/month for 12 months)
Room:	On Campus Apartment, including basic cable and utilities
University Dining Plan:	\$1000.00 / semester and pro-rated for summer term
Tuition and Fees:	6 hours of Tuition and Fees Each Academic Semester
Professional Development:	\$500.00
Talking Stick ACUHOI Newsletter**:	\$25.00

*\*\*Every graduate assistant is given an online subscription to the Talking Stick to further increase professional development. The Talking Stick is a publication of the Association of College and University Housing Officers—International (ACUHO-I). Additionally, GA's have access to the Chronicle of Higher Education at various locations throughout the department.*

*"Oklahoma State University is an Affirmative Action/Equal Opportunity/E-verify employer committed to diversity. All qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, national origin, disability or protected veteran status. OSU-Stillwater is a tobacco-free campus."*

### RESIDENCE DIRECTOR, SINGLE STUDENT HOUSING

Residence Directors have direct responsibility for the effective administration and community development of a building focusing on the holistic development of students. The Residence Director's primary purpose is to support the academic success of residents and create an environment in the residence hall that is inclusive and provides a safe, healthy learning environment which promotes OSU and community values and personal growth and development through the development and maintenance of an environment conducive to social and intellectual growth, advise area government, develop student leadership positions within the facility, and create ongoing student development activities. This includes the hiring, training, supervision, and evaluation of 4-8 student staff members. The RD will provide weekly staff and individual attention to the development of all student leadership positions within their building. Oversees hall programming endeavors; facilitates community development; provides opportunities for interaction, investment, and involvement in hall and campus activities and hall governance.

### RESIDENCE DIRECTOR FOR WELLNESS INITIATIVES

The Wellness Initiatives RD position works to support overall wellness in order to assist students with fulfilling their academic mission at OSU, and assists with developing the Academic Initiatives program within the Department. Hire, train, supervise and evaluate the 10 Academic Mentors. Assist with coordinating with the LASSO center, MLRC, the Writing Center and other campus entities to support academic success for our students to help tie overall wellness to academic success. This includes a focus on academic programs to improve resident retention. Supports the Coordinator for Academic Initiatives in the coordination of the Cowboy Life retention program. Continue the growth of the Academic Development Center, providing programming and support for students in need of academic assistance. The Residence Director for Wellness Initiatives also provides one on one support through personal planning sessions to help students strategize and create action plans for developing a wellness focused lifestyle.

### RESIDENCE DIRECTOR FOR LEADERSHIP

The RD for Leadership works to develop and advise the students with the Residence Hall Association. This position creates cohesive connections between RHA and community councils and provides general administration to large scale student events and activities. The RD will provide weekly staff and individual attention to the development of all student leadership positions within RHA. This position also works as an advisor for students attending both regional and national conferences within the leadership area. The RD for Leadership also serves as a conduct hearing officer, and provides on call response for the crisis management within the residence halls. Participates in departmental committees; performs administrative tasks necessary for operations within the Leadership Development Office; maintains office hours outside meeting times.

### **RESIDENCE DIRECTOR COMMUNITY DEVELOPMENT, FGSH**

The Community Development Residence Director in Family and Graduate Student Housing (FGSH) is responsible for developing, coordinating, and maintaining weekly English skills enhancement programs for adults. Facilitate literacy training and support for residents with limited English proficiency. Provide social & educational programs for adult residents which may include, but are not limited to events that focus on traditions and cultures of particular regions and/or countries. Provide interactive and developmentally appropriate events/activities for adult residents of various demographics. Attend Stillwater Literacy Council board meetings. Assist with the management of daily operations of Family Resource Center. Hire, train, supervise, and evaluate 4-8 student staff members.

### **RESIDENCE DIRECTOR COMMUNICATIONS AND MARKETING, FGSH**

The Communications and Marketing Residence Directors in Family and Graduate Student Housing (FGSH) is responsible for producing a monthly newsletter for the FGSH community and assisting with marketing of all FRC programs and FGSH services through the use of creative public relation tools. The CM RD also assists in managing the FRC /FGSH area and its activities. The RD coordinates with other FGSH and FRC staff to schedule publications, including the monthly newsletter, programming calendars, children's activity brochures. Maintain printed schedules of monthly FRC programs and events for outdoor bulletin board. Create and assess marketing plans, monitor the FRC/FGSH website and send timely, updated information to the Associate Director of Operations for Housing & Residential Life for updates. The RD works to maintain and implement FRC logo / FGSH logo, with an eye towards maintaining the "brand". Utilize and maintain social media to advertise all FRC programs as well as important FGSH events. Responsible for the hiring, training, supervision, and evaluation of 2-4 student staff members. Position begins in Mid-May.

### **RESIDENCE DIRECTOR YOUTH & FAMILY PROGRAMS, FGSH**

The YFP Residence Director assists in the selection, training, supervision and evaluation of 9 to 11 programming assistants and provide oversight for the daily programming efforts for Youth and Family Programming (YFP). Demonstrates knowledge of child and adolescent development as well as family dynamics by providing age appropriate educational activities. Continually assesses the effectiveness of current and new programs for the purpose of serving children, adolescents, and parents. Provide feedback and suggestions for lesson plans and activities developed by programming staff. Supports compliance to Minors on Campus at the FRC, by developing guidelines, documentation processes and trainings for student staff. Completes required trainings, including OSU Minors on Campus Training, and abides by all policies. Coordinate with Departmental HR person to ensure accuracy in reporting and training of staff. Develops and maintains positive relationships with parents. Act as an advocate for parents within community. Coordinates with Stillwater Public Schools to help meet the needs of FGSH children and residents with families. Must start by June 2, 2014.