



## Graduate Community Director

### **UNIVERSITY HOUSING & DINING MISSION, VISION and CORE VALUES**

University Housing & Dining strives to create supportive and challenging environments that enrich and nourish lives. Further, we seek to be the premier campus community in the country. We believe an intentional residential experience is transformative. University Housing & Dining is a student-focused community that values integrity, courage and excellence.

As members of the Division of Student Affairs at Clemson, we believe each one of us has the potential to positively impact the world.

### **POSITION SUMMARY**

The Graduate Community Director (GCD) is a 25 hour per week position. GCDs are full-time graduate students involved in the management, or co-management of a residential community dependent upon community design. GCDs work with a variety of student populations including first year students, sophomores, & upper-class. GCDs may also work with Faculty-In-Residence staff members, Faculty Friends and Living-Learning Communities. Each GCD reports to a Community Director, Assistant Director or Associate Director according to the community design in their particular placement. This is a live-in position.

Graduate Community Directors (GCDs) are integral to the residential experience. GCDs work with multiple partners to build positive communities and implement the residential curriculum of Residential Life. GCDs are role models, mentors, supervisors and advisors. GCDs fulfill these roles in the following ways.

### **FACILITATING A RESIDENTIAL EXPERIENCE**

- GCDs work to create positive, academically focused communities.
- Residential Living has established a curriculum that establishes specific learning goals and outcomes that are a part of a student's development while living on-campus. GCDs manage the implementation of various components of the curriculum including individual interactions, event planning, development of a specific community development plan creation and implementation and other expectations that may be tailored to specific communities, including LLCs.
- GCDs should develop relationships with staff and students to promote interactions among residents. We also highly value connecting students to Clemson University.
- GCDs interact with and are available to residents, staff, and community partners on a daily basis.

### **SUPERVISION AND ADVISING**

- GCDs evaluate, select, train and supervise Resident Assistants (RAs) and Desk Assistants (DAs) according to departmental guidelines and expectations.
- GCDs provide ongoing training and coaching for RAs depending on their needs and departmental initiatives.
- GCDs advise Community Councils and have other departmental advising opportunities (RHA, NRHH, student conferences, etc).
- GCDs empower RAs to implement the residential curriculum through community standards, one on one interactions, community feedback and their specific community development plan.

### **SAFETY, SECURITY AND CRISIS MANAGEMENT**

- GCDs participate in a weekly rotating on call schedule to provide response, support and guidance in times of crisis or concern.

- GCDs follow up on safety and security issues with staff and students to promote a safe and secure environment.
- GCDs follow-up on safety concerns as trained.
- GCDs file incident reports as trained.
- GCDs work with the CARE network to provide appropriate follow up to students in times of need.

**ADMINISTRATION**

- GCDs hear student disciplinary cases and assign appropriate sanctions.
- GCDs are responsible for proper budget management and data entry.
- GCDs are responsible for ensuring proper key management. GCDs are issued various keys that are to be used in the implementation of their job duties. GCDs are also responsible for the key management of their communities through weekly key audits and appropriate follow up conversations with residents about key responsibility.
- GCDs are responsible for proper e-mail, calendar, and voicemail management and response.
- GCDs are responsible for accurate time keeping of employees using University systems.
- GCDs must complete a variety of administrative tasks throughout their employment. They must be completed in a timely and accurate fashion.

**ELIGIBILITY**

- Applicants must be accepted in one of the University’s academic programs to be eligible to receive a graduate assistant position. Preference will be given to students who have applied to and been accepted into the Master of Education – Student Affairs Program by the Graduate School application deadline – January 15<sup>th</sup>.
- GCDs are expected to show reasonable progress toward obtaining their degree. Dropping to less than 9 hours in fall/spring semester must be approved by the Director of Residential Living.
- The position is a 10-month position with an opportunity for summer employment, when available.
- GCD positions are live-in positions requiring the staff member to live within a residential community.

**TERMS OF EMPLOYMENT**

- GCDs are hired for a term of employment of one academic year. A GCD may be reappointed from year to year based on their past work performance and qualifications as compared to those of new applicants.
- No graduate student is eligible to hold more than one full time (25 hours) graduate assistantship during any given semester.
- GCDs who are on full assistantships may not be employed by or provide a service to another department or organization outside the University. GCDs are allowed to complete practicum or internship requirements for other departments on or off campus with permission of their direct supervisor. Additional volunteer work within the university must be approved in advance.
- Holiday and Other On-Call Periods: All GCDs will return to campus approximately five weeks before residence halls open in the fall. All GCDs must commit to work through the day after graduation each semester or until the closing process is completed for their assigned area or building and are released by their supervisor. University Housing remains accessible during Fall Break, Thanksgiving Break, and Spring Break. This necessitates GCDs being on serving in an on-call capacity during these times. A GCD will be required to work during these holiday periods. GCDs will not be required to work through the winter holidays. They may, however, remain in their on-campus residence provided they will continue to work through the following spring semester.

## REMUNERATION

- Stipend of \$9,502.50 is provided for the fall and spring semester, paid in bi-monthly installments. Graduate assistants are paid beginning with University Housing & Dining July Training and Orientation and ending the day after graduation in May.
- Meal Plan: University Housing & Dining believes in the community that is created through relationship building with one another over food. A meal plan is provided to undergraduate, graduate, and full-time staff as a means to allow them to engage in the community that is created in dining halls and retail venues on-campus. Staff are encouraged to provide meaningful feedback to Dining in partnership with one another to enhance our offerings for students.
- Housing: Graduate assistants are provided a rent-free, furnished apartment or suite. Only a Graduate assistant and their partner and/or children may live with a staff member in accordance with the departments' live-on agreement. Housing is only provided during a graduate assistant's term of employment. Utilities, phone service, satellite television, internet service and limitless laundry are provided at no charge. Graduate assistants are responsible for payment of personal long distance telephone charges. Graduate assistants may not use their staff accommodations as a business office for any type of commercial solicitation.
- Tuition Reduction: Graduate assistants who are full-time (9 credit hours) students enrolled in an approved course of graduate study are eligible for a graduate assistant tuition reduction. Anyone dropping below 9 hours will lose his/her right to a fee reduction. Those whose fee reduction is withdrawn will be required to reimburse the University. The Office of Graduate Studies, E209 Martin Hall, makes judgments pertaining to these eligibility requirements. Those who are full-time (9 credit hours) students enrolled in an approved course of graduate study are also eligible to use a deferred tuition payment plan. Please refer to the Graduate Student Record for further details.
- Professional Development: Graduate assistants are provided funds, when available, for professional development activities as well as on-going professional development activities on and off campus. All staff are encouraged to take advantage of Human Resource courses and webinars offered through the department/division. Use of funds is subject to approval by supervisors.
- University Housing & Dining is required to report, by federal law, the value of a staff member's provided housing and meal plan to Financial Aid. This amount is considered in your financial aid package, which may impact aid availability or refunds, etc. Please consult with a financial aid counselor regarding any questions you may have about how this reported amount may impact your financial aid.