



HOBART AND WILLIAM SMITH  
COLLEGES

## POSITION DESCRIPTION

**POSITION TITLE:** Graduate Assistant: Resident Director (2024-2025)  
**LOCATION:** Geneva, NY

### POSITION SUMMARY

Hobart and William Smith Colleges is accepting applications for admission into the [Master of Arts, Higher Educational Leadership program](#). Our two-year Master's in Higher Education Leadership (MHEL) program will prepare you to challenge the current state of higher education and lead the change needed to support the next generation of college students. Courses encourage you to analyze and critique the history and policy of higher education, identify ways to move the needle on belonging, diversity and equity initiatives and investigate leadership and innovation techniques. Admission is on a rolling basis, with a priority deadline of March 1, 2024, for the 2024-2025 academic year for both Graduate Assistantships and admission. The program boasts a wide array of Graduate Assistantships which include tuition remission in the HWS MHEL program and a \$20,000 stipend.

This is a 10-month, live-in position with responsibilities in Student Engagement, specially related to residence life. Graduate Resident Directors (GRDs) promote and maintain a positive living-learning environment by working closely with the paraprofessional student staff to provide residents with a holistic student experience. GRDs are expected to work 19 hours during a typical week with night and weekend commitments. This is a lived-in position (housing provided) with on-call responsibilities. Multiple positions are available.

### Essential Responsibilities

#### Supervisory Responsibilities:

- Provide direct supervision for 10 to 15 Community Assistants.
- Assist in the recruitment, selection, and training of Community Assistants.
- Conduct weekly staff meetings and one-on-one meetings with Community Assistants.
- Assist CAs with roommate mediations.

#### Housing Operations Responsibilities:

- Maintain a high level of visibility in the residential neighborhood that you serve.
- Tour residential neighborhood weekly to ensure residential spaces are maintained and work orders are completed.



HOBART AND WILLIAM SMITH  
COLLEGES

## POSITION DESCRIPTION

- Assume full responsibility for opening and closing of your residential neighborhood each semester.
- Assist the Director of Student Engagement with room changes and key inventories for your residential neighborhood.

### **Student Engagement Responsibilities:**

- Participate in the first level on-call rotation to assist with emergency response.
- Participate in all large-scale events through Student Engagement such as Winter Wonderland and Spring Fest.
- Play an active role in Student Engagement/Campus Life committees.
- Work with the cohort of Graduate Assistants to create fun late-night events occurring in your neighborhood.
- Assist with Student Engagement social media efforts.

### **Other Responsibilities:**

- Demonstrate an awareness of and sensitivity to unique social, cultural, and economic circumstances.
- Demonstrate knowledge for the Colleges' educational philosophy and mission.
- Performs other related duties as required.

### **Other Information:**

This is a part-time, temporary, non-benefits eligible position. This position description is not all-inclusive as other tasks or responsibilities may be assigned.

### **Qualifications:**

- Bachelor's degree is required and a minimum of one year of leadership experience, preferably experience related to the area.
- Demonstrates an ability to work with a diverse group of people and enjoys spending a significant amount of time with people.
- Student centered and with a team approach to success.
- Should be detail oriented and organized.
- Must bring positive energy and a sense of humor to the work.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.



HOBART AND WILLIAM SMITH  
COLLEGES

## POSITION DESCRIPTION

### **Terms of Employment:**

- Must maintain a cumulative GPA of a 2.75.
- Employment begins August 1, 2024, and ends May 31, 2025

All Graduate Assistantships must be accepted into the [Master's of Arts in Higher Education Leadership](#) at Hobart and William Smith Colleges as full-time students, as Graduate Assistantships have a maximum term of two consecutive years. Maintaining good academic standing, contributing in the classroom setting, managing their time effectively and balancing their schoolwork along with their GA duties is a priority for all parties.

[Click here to apply for position](#)