Position: Assistant Resident Director (Graduate Assistant)
Office: Stagmaier Hall, Housing and Residence Life, Division of Student Development
Term: July 1st, 2019 – April 29, 2020 (1 year with possible renewal, if desired)

Position Description
• Serve as a primary contact for the Honors College Residential Learning Communities and coordinate educational efforts with Honors College staff as needed
• Coordinate the check-in and check-out processes. Assist in room change process and room selection.
• Assist with supervision of 4 Stagmaier RAs, 9 Lockmiller RAs, and 2 full-time Building Managers.
• Inform residents of departmental and student code of conduct policies, perform conduct hearings for minor violations, and adjudicate sanctions.
• Oversee implementation of a residential curriculum with assigned apartment complex.
• Mediate conflicts between roommates and residents.
• Assist with additional administrative functions within assigned the complex to include, but not limited to; coordinate complex health and safety inspections, verifying key inventory, mail distribution, and addressing facility issues as needed.
• Maintain office hours and respond to student, parent and stakeholder needs by being visible and available.
• Serve as a positive role model and maintain appropriate visibility during evening and weekend hours.
• Serve on departmental committees, as assigned.
• Maintain South Campus RA Resource Room, including inventorying and requesting supplies when needed.
• Limited on-call responsibilities
• Other duties as assigned.

Position Requirements
• 20 hours per week
• Applicant must be admitted to a graduate degree program at UT Chattanooga and enrolled in classes for the 2019-20 academic year.
• Ability to work nights and weekends when needed
• Strong analytical and problem-solving abilities required
• Housing and Residence Life experience preferred
• Experience selecting, supervising, and training student staff is preferred
• Strong time management, organization, critical thinking, cultural competency, collaborative spirit and enthusiasm preferred
• Self-starter with ability to think outside of the box preferred

Professional Development
• Resident Director training prior to Fall 2019 semester
• On-going training and supervision from the Residence Life staff
• Opportunities to serve on departmental and/or campus committees

Position Supervisor
Lockmiller Resident Director

Compensation
Full tuition waiver for up to 9 credit hours, $3,500 stipend/semester, $7,000 total stipend. This is a live-in position with free furnished apartment with cable, local phone, and high-speed internet.

To Apply
E-mail Amy Beal (Amy-Beal@utc.edu), with a cover letter and resume stating your interest in the position by March 10, 2019. Applications will be considered until the position is filled, but priority will be given to applications received by the initial review date of March 10, 2019.