

Position: Assistant Resident Director (Graduate Assistant)

Office: West Campus, Housing and Residence Life, Division of Enrollment Management and Student Affairs

Term: July 1st, 2021 – May 3rd, 2022 (1 year with possible renewal for a second year, if desired)

Position Description

- Coordinate the check-in and check-out processes. Assist in room change process and room selection.
- Responsible for the day-to-day management of a 24-hour desk operation in West Campus Housing, including hiring, training, scheduling, and supervising approximately of up to 15 student desk assistants.
- Assist with supervision of 20 RAs, 1 Night Host, and 1 full-time Building Assistant in a 600-bed residence hall.
- Inform residents of departmental and student code of conduct policies, perform conduct hearings for minor violations, and adjudicate sanctions.
- Assist with implementation of a residential curriculum within assigned complex.
- Mediate conflicts between those residents living within assigned complex.
- Assist with additional administrative functions within assigned 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.
- Limited on-call responsibilities during office hours.
- Other duties as assigned.

Position Requirements

- 20 hours per week
- Staff meetings outside of business hours [8am-5pm] on Thursdays at 8pm-10pm
- Applicant must be admitted to a graduate degree program at UT Chattanooga and enrolled in classes for the 2021-22 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 2021 semester
- On-going training and supervision from the Residence Life staff
- Opportunities to serve on departmental and/or campus committees

Position Supervisor West Campus 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

Please submit a resume, cover letter, and list of 3 references who can speak on your professional and leadership abilities. **The review of applications will now begin on May 21, 2021** and continue until the position is filled. Applications received before this date will receive priority consideration. You may be contacted for an interview if we are interested in your application. Questions about this position and the application process should be directed to Joshua McPhatter, Assistant Director of Academic Initiatives and Assessment via email at joshua-mcphatter@utc.edu