

Position: Assistant Resident Director (Graduate Assistant)
Office: West Campus, Housing and Residence Life, Division of Student Development
Term: July 1, 2023 – May 5, 2024 (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 [revisiting the purpose of living in/on with this role]
- Serve on departmental committees, as assigned.
- Limited on-call responsibilities during office hours.
- As departmental needs shift, the responsibilities of this position may be changed as needed.
- 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 2023-24 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 2023 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 Tuition maintenance fee up to 9 credit hours, \$4,500 stipend/semester, \$9,000 total stipend. This is a live-in position with furnished studio apartment with kitchenette, cable, and high-speed internet.

To Apply Email Kat Mortensen (kathryn-mortensen@utc.edu), with a cover letter and resume stating your interest in the position by March 31, 2023. Applications will be considered until the position is filled, but priority will be given to applications received by the initial review date of March 21, 2023.