Eagle Row Graduate House Director

Position Description

Summary of Position: The Graduate House Director (GHD) is responsible for managing and overseeing residential facilities on Eagle Row. This part-time role ensures a safe, inclusive, and well-maintained living environment for sorority and fraternity members. The Graduate House Director collaborates with chapter leaders, university administration, and facilities personnel to address facility-related needs, enforce policies, and enhance the overall experience of residents on Eagle Row. Key responsibilities include facilities management, policy facilitation, collaboration with stakeholders, and crisis response. The GHD reports directly to the Assistant Director of Sorority and Fraternity Life.

Time Commitment: Employment in this position is for one academic year (August 2024-May 2025). Graduate Resident Directors are expected to spend an average of 20 hours per week of contact time within the residential community. Hours for the position may vary between the academic year, training, and periods when the facilities are closing or opening.

Contract Dates: August 1, 2024- May 31, 2025. GHDs may move into apartments on August 3, 2024, and training begins on Monday, August 5, 2024. Occupancy of the staff apartment is available during academic year breaks, including Fall Break, Winter Break, and Spring Break. GHDs who return for the following academic year are eligible to reside in their apartments over the summer break, with some exceptions in the case of renovation projects.

Graduate House Director Duties & Responsibilities

Community Development

- Empower residents and chapter leadership to create and shape community in the facility
- Be visible and accessible to address residents’ needs or concerns
- Consult with professional staff members on conduct action as appropriate
- Demonstrate leadership by working with the chapter community to develop a space for students to be successful in their personal, academic, and professional pursuits
- Act as a positive role model for both fellow staff members and residents by not participating in questionable and unethical behavior

Administration & Facility Management

- Facilitate the check-in, check out, room inspections, and damage billing process at the open and close of each semester
- Regularly inspect the chapter facilities to ensure compliance with safety, cleanliness, and maintenance standards
• Conduct regular walkthroughs of facilities to identify and address safety hazards or maintenance issues
• Monitor the physical integrity of the space and report and follow-up on maintenance concerns.
• Attend weekly staff meetings. No commitment outside of academic will be considered before this meeting
• Meet regularly with supervisor
• Attend and participate in all selection, onboarding, training, and evaluation processes as deemed appropriate by the supervisor and/or the Office of Residence, Sorority, and Fraternity Life
• Fulfill responsibilities related to monitoring registered in-house social events

**Advising, Counseling, and Crisis Management**

• Be knowledgeable of university resources and provide appropriate referrals
• Act as a mediator in conflicts among students
• Educate residents about Residence Life and university policies
• Assume scheduled on-call duty responsibility to ensure proper coverage as determined by the supervisor and/or the Office of Residence, Sorority, and Fraternity Life
• Maintain on-campus presence for large scale community events including SongFest, Homecoming, and Dooley’s Week
• Respond directly to crisis situations
• Communicate and collaborate with the Office of Residence, Sorority, and Fraternity life on pertinent resident and chapter concerns

**Related Duties**

• Maintain confidentiality in all matters related to residents and student staff
• Maintain clear communication lines with the Residence, Sorority and Fraternity Life and Housing Operations professional staff members
• If desired, serve as a conduct officer for the Office of Student Conduct
• Other duties as assigned

**Qualifications**

• Admission to Emory University as a graduate student in good standing
• Ability to work collaboratively with campus partners and other stakeholders
• Strong organizational, time-management and problem-solving skills
• Previous experience in residence life (either as an undergraduate or postgraduate)
• Previous experience working with or being a member of a sorority or fraternity

**Compensation**

• A furnished apartment with utilities, internet, and cable
• A stiped of $10,000 per year
• A meal plan including 21 meals per week when campus dining facilities are open;
• A parking pass
**Academic Provisions**

- Full-time enrollment in an Emory University graduate or professional program.
- GHDs must be aware of commitments and manage their time effectively to fulfill their role and responsibilities.

**Additional details**

- Appointments for the position are made during the spring semester for the next academic year from August to May (10 months). Termination may occur during the year because of one’s performance or lack of compliance with university policies, rules, and regulations.
- GHDs will receive ongoing evaluation from their supervisor.