



**Office of Summer & Non-Degree
RESIDENT & PLANNING DIRECTOR – GW Pre-College Program
Job Announcement & Position Description**

Employment Period: Monday, May 28th – Saturday, August 10th, 2018

The office Summer and Non-Degree hires staff to support its GW Pre-College. **The Resident & Planning Director (RPD)** reports to the Student Program Coordinator and Program Assistant of the Pre-College Program. S/He will provide the Program Assistant with logistical, administrative, and planning support. During the program, s/he resides on the Mount Vernon campus and is assigned to supervise the Mount Vernon Resident Advisors (RAs). The RPD also collaborates with the Activities Directors (ADs) to plan and implement their duties and responsibilities. Additionally, the RPD supports the Student Program Coordinator with residential management to ensure efficient programming, application of GW's Protection of Minors Policy, assistance with student conduct and judicial issues, proper emergency response, development of safe community living, as well as enforcement of program standards and policies. S/He also aids in responding to parental and student inquiries. This position may be required to work a non-standard schedule including shifts that begin before 9 am and end after 5 pm. Background checks will be conducted on all applicants.

QUALIFICATIONS

- Candidates must have previous residence hall staff experience
- Candidates must have strong organizational, communication and substantial leadership experience
- Must be a graduate student with a minimum 3.0 grade point average or working professional in a related field
- Relevant experience in programming, event planning and logistics
- Ability to work in a fast paced environment
- Proficiency with Microsoft Suite software
- CPR and AED training (required by June 18th, 2018)
- Having a functional personal laptop is preferred
- This job precludes simultaneous employment due to the full-time nature of the position

COMPENSATION

- \$14.00/hour (Staff are paid for a maximum 40 hours/week, minimum of 35 hours/week)
- Furnished, air-conditioned room with private bathroom within an assigned residence hall, including utilities, access to a common kitchen facility, internet access, and basic cable television, starting on June 20th, 2018.
- Dining is provided for the duration of the program including training, starting on June 20th, 2018.
- May serve to satisfy practicum requirements, with department approval

ESSENTIAL FUNCTIONS

Supervision and Management

- Be accessible and on-call around the clock to respond to issues.
- Assign schedules for daily activities of the Resident Advisors in coordination with Logistics Assistant & Activities Directors
- Attend weekly senior staff meetings with Program Directors and conduct weekly meetings with ADs
- Conduct individual meetings, on-going performance reviews, regularly scheduled staff meetings, and in-service training to ensure residential staff meet job expectations



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- Assume supervisory responsibility for assigned residential staff at Mount Vernon
- Serve as the primary point of contact for assigned RAs to address residential issues and to facilitate a residential environment in which all residents are respected and safe.
- Ensure that RAs are actively involved in the development of the community and programs for their floors through regular residential hall meetings and after curfew programming
- Participate in senior staff training and assist in design and implementation of full staff training
- Provide on-going job performance evaluation, support and written performance appraisal for RAs and assist Program Directors with the performance appraisal of the Activities Directors.

Student Codes of Conduct & Community Standards

- Set, enforce, and document clear conduct expectations based on university and program policies & regulations
- Serve as the primary point of contact for student conduct issues on the Mount Vernon Campus, and be available to RAs and consult with Program Directors on more serious cases.
- Serve as the primary point of contact for parents after business hours.
- Ensure students receive assistance with their housing-related situations as appropriate, including personal problems, roommate concerns and academic issues
- Ensure that disciplinary procedures are immediately implemented and appropriate to the maintenance of a short-term residential program, especially for minors; Follow-up with residents regarding incidents and completion of assigned sanctions
- Advocate student responsibility for their environment in regards to damage and vandalism
- Hold the staff and students accountable for their actions and decisions
- Document policy and codes of conduct violations

Community Education and Academic Support

- Promote community development in residence halls and throughout the program
- Promote participation in co-curricular and extracurricular programs and services
- Implement residential programming that educates high school students on the community expectations and standards needed to be successful in college
- Promote student learning throughout program
- Be knowledgeable of resources and refer students to the appropriate area; provide assistance and resources to students

Crisis Intervention/Response

- Work with GW Police Department, Office of Health & Safety, Counseling Center, and other agencies in immediate response to incidents in the residence halls
- Exercise sound judgment and ethics to handle situations appropriately
- Serve in on-call rotation with other professional staff members
- Direct and respond to fire alarms and other emergencies
- Use sound judgment to assess the safety and physical conditions of the residence hall facilities
- Assist emergency responders and University Professional Staff in the event of a crisis incident
- Be accessible by department-provided cell phone 24-hours per day

Administrative Responsibilities

- Prepare orientation materials for Pre-College faculty and staff
- Maintain and update pre-College course logistics binders.
- Conduct final confirmations for site visits and program excursions.



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- Collect and archive program receipts.
- Maintain updated and detailed daily program schedules
- Meet chartered transportation vendors arriving to campus as assigned.
- Organize program supplies
- Anticipate programmatic and administrative issues and recommend appropriate responses.
- Assist with special projects and administrative duties assigned by the Program Assistant.
- Submit a final report that documents and evaluates the program scheduling and planning process; provide recommendations for future programs.
- Other duties as assigned.

GW is an EEO/AA Employer

For questions please contact us via phone: 202-994-6360 or **email:** gwsummer@gwu.edu