



# WEST VIRGINIA STATE UNIVERSITY

## **Graduate Resident Director (10-Months) Office of Housing and Residence Life**

### **West Virginia State University:**

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

### **Position Description:**

This is a **10-month, live-in position** that reports directly to the Director of Housing and Residence Life. The Graduate Resident Director (GRD) is a key member of the Housing and Residence Life staff and assists the Director in providing leadership and oversight within the residential community.

The GRD resides in the residence halls and serves as a **live-in paraprofessional staff member responsible for supervising Resident Assistants (RAs), supporting residence hall operations, and promoting a safe, inclusive, and engaging residential environment**. The GRD works closely with residential students and staff to foster a community that supports academic success, personal development, and positive social engagement.

The GRD assists in responding to student concerns, addressing community issues, and supporting the administration of residence hall policies and procedures. The position also involves assisting with student conduct matters, responding to crisis situations, and helping ensure that university policies and community standards are upheld within the residence halls.

This position requires strong leadership ability, sound judgment, professionalism, and a commitment to student development within a residential campus environment.

This job description is subject to change at the discretion of the Director of Housing and Residence Life as needed to meet the needs of the department and students.



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## **Responsibilities for the Graduate Resident Director**

The GRD position reports to the Director of Housing and Residence Life. The position requires approximately **29 hours per week**, including evening and weekend hours. Students hired as a GRD for the Department of Housing and Residence Life are not eligible to hold outside employment unless approved by the Director of Housing and Residence Life.

The primary responsibilities of the position are outlined below:

- Directly supervise, mentor, and evaluate 4–10 Resident Assistant (RA) staff
- Assist with the recruitment, selection, and training of Resident Assistants
- Guide RAs in developing programming and community engagement initiatives within the residence halls
- Maintain visibility and establish relationships with residents to support community development
- Assist residents with personal concerns and refer students to appropriate campus resources
- Assist with student conduct processes by addressing minor policy violations and educational interventions
- Document incidents and maintain accurate records related to student conduct, health and safety concerns, and hall operations
- Assist with conflict resolution, mediation, and student crisis response
- Communicate, clarify, and enforce University policies and Housing and Residence Life guidelines
- Monitor residence hall concerns and communicate facility or maintenance issues as necessary
- Assist with residence hall openings and closings during academic breaks
- Participate in on-call duty rotation and respond to residence hall incidents and emergencies
- Attend weekly departmental meetings and required training sessions
- Serve as a positive role model and maintain professional conduct both on and off campus
- Maintain a professional online and social media presence
- Demonstrate professionalism, sound judgment, and confidentiality at all times
- Complete administrative tasks and reports by established deadlines
- Other duties as assigned

## **Requirements for the Graduate Resident Director**

- **Master's degree required** in Higher Education, Student Affairs, Counseling, Leadership, Education, or a related field
- Must be able to pass a criminal background check
- Previous residence life experience (such as Resident Assistant, Graduate Assistant, Resident Director, or similar leadership role) strongly preferred
- Experience supervising student staff or leading student organizations preferred



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- Demonstrated ability to support student development and community engagement in a residential setting
- Ability to exercise sound judgment and respond effectively to student concerns and crisis situations
- Strong communication, interpersonal, and organizational skills
- Experience working with diverse student populations in a residential or campus environment preferred
- Ability to live and work in a residence hall environment

## **Salary Statement**

This **29-hour per week position** is compensated monetarily (approximately **\$1,500 stipend per month for the 2026-2027 academic year**). The position also includes:

- Campus Meal Plan to include Goldston Dining Hall swipes and flex dollars
- On-campus furnished living space including internet and utilities
- Access to campus laundry facilities
- Professional development opportunities within Housing and Residence Life

If the Department of Housing and Residence Life terminates the student as GRD or if the student resigns from the position, the student understands that portions or all of their compensation may be charged back to their student account for failing to fulfill any portion of the GRD responsibilities outlined in the GRD agreement and job description.

If the GRD resigns or is terminated from the position and chooses to remain in campus housing, the student will be relocated to any available space and will be responsible for paying any remaining housing charges.

## **To Apply:**

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, official academic transcripts, and the names and email addresses or phone numbers of three professional references by July 1, 2026. **All requested information must be submitted for your application to be considered.**

Please submit application materials via email to [jobs@wvstateu.edu](mailto:jobs@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 324 Ferrell Hall  
Institute, WV 25112



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**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**