



Residential Experience

2026-2027 Graduate Assistant Resident Director (GA.RD) Position Description

Office of Residential Experience Mission & Vision

Through an intentional residential experience, rooted in the Catholic and Lasallian traditions, the Office of Residential Experience co-creates supportive and transformative living and learning environments. We develop dynamic leaders, cultivate connections, and provide services, programs, and facilities that are community focused and justice driven.

We aspire to co-create residential communities where students excel academically, develop meaningful relationships, and engage in transformative experiences, driving positive change within and beyond the campus community.

Position Summary

The Graduate Assistant, Resident Director (GA.RD) position is a dual-role, live-in, part-time graduate assistantship. This position is divided into two primary areas of responsibility: a Graduate Assistantship within a Student Life department and a Residential Director role supporting the Office of Residential Experience.

As a Graduate Assistant, the individual is assigned to a department within the Division of Student Life to support the daily operations, projects, and functions of that office during their day-time office hours. This may include administrative support, student outreach, event coordination, assessment, and additional duties as assigned by their Student Life supervisor.

As a Resident Director, the GA.RD is a live-in staff member who reports to the Assistant Director of Residential Experience and Associate Dean for the Campus Experience. The GA.RD is responsible for fostering a safe, welcoming, and inclusive residential environment that supports student well-being, academic achievement, and co-curricular engagement. As mentors to a team of Resident Advisors (RAs),

GA.RDs provide ongoing mentorship, facilitate conflict resolution, and ensure the daily operational and community life needs of their assigned residence halls are met. GA.RDs also play a critical role in emergency response, policy education, and upholding community standards. They serve as a first point of contact for many residential student needs, including wellness concerns and academic challenges. GA.RDs are expected to demonstrate ethical leadership, cultural humility, and a clear commitment to the College's Lasallian Catholic mission.

POSITION SPECIFIC RESPONSIBILITIES

Community Support and Residential Growth

1. Community Presence and Student Engagement:

- Be regularly available, approachable, and accessible to residents and staff.
- Conduct wellness check-ins with students of concern within 48 hours of receiving a report.
- Follow up with students referred via non-disciplinary incident reports, CARE reports, and academic progress concerns, particularly around midterm and finals.
- Meet one-on-one with residents experiencing wellness, conduct, academic, or behavioral concerns.
- Promote a community that upholds dignity, inclusion, and shared accountability.

2. Community Building and Belonging:

- Coach RAs in building intentional community through inclusive programming and spontaneous engagement.
- Support efforts to reflect Saint Mary's Catholic, Lasallian, and liberal arts identity through community activities and educational initiatives.
- Leverage campus-wide and mission-driven events to connect students to the College's Catholic and Lasallian traditions.

3. Persistence & Academic Success Support:

- Collaborate with campus resources such as academic success coaches, FYAC instructors, academic advising, and other departments to support students' academic persistence and success.
- Educate residential staff and students about campus resources and effectively connect students to appropriate services when needed.
- Follow up with students navigating academic challenges or in transition to living off campus and/or changing rooms.
- Support residents experiencing difficulties negatively impacting their educational experience by connecting them to resources, conducting regular follow-up, and advocating for their success.

4. Conflict Resolution:

- Strategize with RAs on roommate agreement sessions at the beginning of each semester.
- In partnership with RAs, provide guidance on conflict coaching and/or mediation.
- Monitor and follow up on unresolved roommate notifications received from the central office.

Residence Hall Management, Community Life, and Student Safety

1. Serve as the Primary On-Call staff member on a rotational basis to address emergencies and crises.

- Participate in any On-Call related training.
- Participate in annual Title IX, Campus Security Authority, Crisis Management and Emergency Response and Preparedness training.
- Supervise implementation of building safety and security measures, including fire drills, fire alarm evacuation education, etc.
- Serve as Building Coordinator for the respective residential building;
- Appropriately respond and address residents of concern; Guide RAs in responding and documenting incidents or encounters with students in distress.

2. Ensure compliance with College policies and procedures, including safety protocols and maintenance reporting.

- Conduct regular walkthroughs of buildings to monitor safety, cleanliness, and facility needs.
- Submit and track work orders and trends via Asset Essentials; Collaborate with Facilities and Housing to identify systemic maintenance issues, communicate trends, and follow up on unresolved needs.
- Promote a shared responsibility model of community safety, empowering students to uphold fire, health, and safety policies.
 - Ensure enforcement of fire safety procedures, evacuation protocols, and documentation of non-compliance (e.g., failure to evacuate).
 - Coordinate building-level safety education initiatives, including fire drills, evacuation planning, and response protocols.
- Be available for assistance in crisis interventions; provide additional support to RAs in relation to post-crisis incidents.
- Respond to health and safety concerns (i.e. emotional distress, psychological distress, etc.) and contact appropriate College personnel.

3. Act as a partner to the Community Life office by facilitating meetings with residential students and addressing community standards.

- Meet with students regarding low-level residential conduct matters (e.g., quiet hours, visitation, cleanliness).
- Partner with Community Life to educate and support sanctioned students within the residential context.
- Address safety and behavioral concerns proactively while centering student development and care.

4. Documentation & Communication:

- Maintain accurate and timely records of student interactions, incidents, and follow-ups in Advocate and/or StarRez.
- Ensure timely communication with Residential Experience leadership about emerging community trends.

Resident Advisor (RA) Mentorship

1. Mentorship Through Relationship-Building

- Build trust-based relationships that support each RA's personal and leadership development.
- Model inclusive, ethical, and community-centered leadership in everyday interactions.
- Offer timely coaching during moments of crisis, conflict, or uncertainty.

2. Weekly One-on-One Meetings

- Use weekly check-ins to reflect on community dynamics, personal growth, and role challenges.
- Coach RAs in areas such as conflict resolution, wellness, academic balance, and resident support.
- Track progress and insights confidentially using StarRez.

3. Development Through Feedback & Training

- Provide ongoing, constructive feedback to support RA growth.
- Connect RA responsibilities to leadership skills and transferable competencies.
- Conduct mid-year and end-of-year evaluations to reflect on growth and set future goals.

Administrative Requirements & Responsibilities

1. Ten hours per week dedicated to in-person work with an office under the Student Life Division.
2. Attend and participate in Resident Director Training.
3. Attend any required meetings, including bi-weekly staff meetings, monthly all-staff meetings, and duty team meetings.

4. Ensure accurate and timely documentation of community issues, resident interactions, and program outcomes.
5. Participate in departmental committees and assist in data collection and assessment of residential programs and initiatives.
6. Communicate and submit time-off requests in accordance with central office policy.
6. Support semesterly residence hall opening, closing, and major transition periods; blackout dates apply for these times.
7. Document and submit work orders in a timely manner.

Qualifications

- Bachelor's degree required; advanced degree in counseling, student personnel, or related experience preferred.
- Enrollment in a graduate program at Saint Mary's College for the period of the position is required. *Ending enrollment in a Saint Mary's graduate program will immediately terminate this position.* This position may fulfill required field placement hours.
- Previous and/or adjacent experience in supporting college students within a residential setting.
- Demonstrated ability to work effectively with diverse college students in a group living environment.
- Demonstrated commitment to Saint Mary's College and its Liberal Arts, Catholic, and Lasallian mission.
- Understanding and demonstrating experience of multicultural issues of a diverse College population.

Benefits

An 11-month appointment with a one-bedroom, furnished or unfurnished, on-campus apartment (including summer housing) which may be taxable; utilities; basic streaming cable; internet access; one reserved parking space (parking and transportation permits not included); and standard-size post office box. A pet may be approved pending the residential pet policy.

The RD position is a live-in role and the on-campus apartment must serve as the RD's primary residence. Though families are permitted, apartments are only one bedroom and space within the apartment is extremely limited. Spouses and/or dependents should clearly understand the unique environment residential living presents. Dependents over the age of 18 and/or dependents who are students at Saint Mary's College are not permitted to live in the staff apartment. The central

office will be working with Human Resources and Academic programs to evaluate eligibility based on status, background check and college-wide requirements.