

# Alfred University

## *Student Affairs Division*

### RESIDENT DIRECTOR GRADUATE ASSISTANT

---

20 hours/week

Graduate RDs report to an Assistant Director, Residence Life

#### Description:

Live-in supervisory responsibilities for an undergraduate RA staff of 3-8 and a living area of 80-125. Graduate RDs participate in an on-call duty rotation, supervise their hall's programming efforts, attend weekly staff meetings, hold weekly office hours, and serve as an administrative hearing officer for alleged first-level violations of the student code of conduct. Opportunities exist for summer employment.

Qualifications: All graduate majors may apply. Successful candidates will have demonstrated leadership abilities at the undergraduate level, and must be accepted into one of AU's graduate programs.

#### Benefits:

- Half tuition waiver
- Furnished on-campus apartment
- Full meal plan when University is in session
- Stipend of \$5000 per year
- Bookstore credit

To apply: Please send cover letter, resume and list of three current references including at least one from a former supervisor or colleague, to Brenda Porter at the address below. Several positions are available and the search will continue until filled, however, applications received by April 1 will be given first consideration.

For more information, please contact:

Brenda Porter, Director, Residence Life

Alfred University

1 Saxon Drive

Alfred NY 14802

607-871-2186

[porterbi@alfred.edu](mailto:porterbi@alfred.edu)

*All Student Affairs graduate assistants are expected to coordinate expectations and schedules with academic faculty and employers (if applicable).*