



Community Director (CD) Graduate Assistantships - Rider University

The Residence Life Office at Rider's Lawrenceville Campuses employs graduate students as Community Directors in each of its residential facilities. All Graduate Assistantships are for a 9 1/2-month period. *A two-year availability is preferred and in some cases required.*

About Rider University

- Founded in 1865 and granted University status in 1994
- Over 4,700 undergraduate and 1,100 graduate students from 42 states, 3 US territories, and 72 countries!
- 250 full-time faculty with a student-to-faculty ratio of 12:1
- Over 20 residence halls on the Lawrenceville campus are equipped with voice, video, and data service.
- School colors are Cranberry and White
- Our Mascot is AJ the Bronc

[Graduate CD Application](#)

Major Responsibilities Include:

- Supervision of 1 to 8 Community Assistants
- Advisement of Hall government and programming
- Respond to personal, behavioral, and academic concerns in the community
- Coordinate administrative functions (residence hall office, departmental committees, etc.)
- Educate students on University policies and procedures

Qualifications for All Positions:

- Admission to a graduate program at Rider University
- Personal qualities which would facilitate the supervision of staff
- Ability to work with college students in an advising capacity
- Ability to work well with other offices on- and off-campus as needed
- Work experience in undergraduate halls or work/living experience of a related nature
- **A two-year availability is preferred and in some cases required**

Remuneration:

- Tuition remission for 18 credits each year
- \$7,150 stipend for the academic year (paid bi-weekly)
- On-campus furnished living space
- Meal plan donated by our food service contractor
- Free use of the University fitness center

Inquiries about the position should be addressed to:

The Office of Residence Life
Rider University
2083 Lawrenceville Road
Lawrenceville, NJ 08648
resliferecruits@rider.edu

Preliminary Application:

- [Graduate CD Application](#) (if not attending MAPC)

Application Timeline:

- Application deadline **February 17, 2023, at 11:59 pm** (if not attending MAPC)
- Preliminary Interviews
 - Zoom interviews will be held between February 20th - February 24th, 2023, if applicant is **not** attending MAPC
 - Mid-Atlantic Placement Conference (February 8th -10th, 2023)
 - The conference is optional but recommended.
 - We will be setting up interviews for MAPC prior to the conferences in addition to onsite. Please indicate your planned attendance at MAPC in your cover letter. [MAPC Registration](#)
- Second Round Interviews
 - Invitation **ONLY** to attend On-Campus CD Interview Days sent by February 25th, 2023.
 - In-Person On-Campus CD Interview Days held on March 3rd, 2023, and March 5th, 2023. (Candidates only need to attend **one day**)
 - **MUST APPLY TO A RIDER UNIVERSITY GRADUATE PROGRAM TO ATTEND CD INTERVIEW DAY.**

Academic Graduate Student Programs *Interested Graduate CD applicants, must have applied to a program to be invited to the On-Campus CD Day Interviews

Common Programs taken by Grad CDs:

- Organizational Leadership – does not have a test requirement for admission. A minimum cumulative GPA of 2.75 and an interview are required (GPA requirement is firm—no exceptions, no rounding up). The CD position counts for the internship requirement.
- MBA – GMAT is required for admission. Average GMAT score of accepted applicants is around 510. The GRE is accepted in lieu of the GMAT. The primary criteria used in making decisions are GPA, GMAT/GRE score, and professional experience.
- Counseling Program – Minimum cumulative GPA of 2.75 and group interviews are required. GRE or Miller Analogies Test score is required before interviewing. There is no minimum score.
- Applied Psychology – does not have a test requirement. Recommended cumulative GPA of 3.0 or higher and solid understanding of Applied Behavioral Analysis. Interview required.

Other Masters Programs:

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| ● Higher Education Assessment, Analytics, & Change Management | ● Clinical Mental Health Counseling |
| ● Accountancy | ● Teacher Leadership |
| ● Business Administration | ● Special Education |
| ● Business Communication | ● Teaching |
| ● Grad Level Teacher Certification | ● Education Specialist Counseling |
| ● Counseling Services | ● Education Specialist School Psychology |
| | ● Athletic Leadership |

* More information regarding graduate programs at Rider University can be found online on our website at <https://www.rider.edu/admissions/graduate/how-to-apply>

** Recommendations for the graduate program must come directly from the recommenders. Recommenders can e-mail their letters directly to gradadm@rider.edu. These may not come from the candidate.

*** Transcripts— Official transcripts should be sent to the Office of Graduate Admission for every college/university attended (including Rider University). A transcript should be sent even if only one course was taken at the institution.



RIDER UNIVERSITY COMMUNITY DIRECTOR - JOB DESCRIPTION

GENERAL STATEMENT: The Community Director is the primary staff member in an assigned residence hall, with responsibilities that include administration, supervision of staff, counseling, and advisement of student groups.

REPORTS TO: The Community Director reports to the Assistant Director

SUPERVISES: The Community Director has supervisory responsibility for the Community Assistant and office staff in their residence hall.

MAJOR RESPONSIBILITIES:

I. SUPERVISE AND COORDINATE A STAFF OF 1 TO 8 COMMUNITY ASSISTANTS

- A.** Meet regularly with each CA:
 - 1. Keep abreast of all issues/events.
 - 2. Assist with any problem areas.
 - 3. Provide feedback on performance.
 - 4. Provide suggestions and alternatives for individual staff direction.
 - 5. Provide support and sounding board for personal concerns.
 - 6. Encourage and provide resources for community building.
 - 7. Meet formally with each CA at least biweekly
- B.** Meet weekly with hall staff:
 - 1. Act as a leader in establishing hall goals and working toward them. Set expectations.
 - 2. Keep the staff informed of all Residence Life information.
 - 3. Coordinate and delegate all administrative functions.
 - 4. Provide a forum for discussions of hall problem areas.
 - 5. Incorporate team building in staff meetings at least once a month.
 - 6. Assess the training needs of staff.
 - 7. Hold staff accountable for all duties and deadlines.
- C.** Work with staff and students on conflict resolution and discipline problems:
 - 1. Develop trusting relationships with staff.
 - 2. Keep informed of all conflicts and discipline problems.
 - 3. Work with staff conflicts.
 - 4. Provide formal and informal evaluation of CA staff:
- D.** Provide ongoing feedback to each staff member.
 - 1. Implement formal student evaluations provided by Residence Life.
 - 2. Write formal evaluations for each staff member once a year.

II. ACT AS A LIAISON WITH RESIDENCE LIFE

- A. Meet weekly with your supervisor:
 - 1. Keep your supervisor informed of building and resident needs, programs, and hall councils.
 - 2. Consult with your supervisor on problem areas.
 - 3. Provide your supervisor with staff training needs.
- B. Provide information to other members of the Residence Life Staff as you:
 - 1. Tour the building once a week to check for maintenance and housekeeping needs. 2. Work with Maintenance on facility needs, informing Residence Life when problems persist.
 - 2. Work with the appropriate central office staff member concerning roommate situations, community building, staff selection, occupancy problems, damage billing, and openings/ closings of halls. The Community Director is the person responsible for closing the building and is not to be replaced in this capacity by any other staff member.
 - 3. Provide Residence Life with feedback from staff on policy changes and information. 5. Prepare reports by specified deadlines.
 - 4. Perform other tasks as specified.
- C. Attend weekly Community Director meetings:

III. ACT AS LIAISON WITH STUDENTS

- A. Work with students on problems unresolved by CAs.
- B. Meet with students who have presented discipline problems in a timely fashion and follow up in writing with the appropriate disposition and/or sanctioning.
- C. Develop community by participating regularly in student programs and establishing contact and visibility.
- D. Refer students to appropriate campus helping agencies.
- E. Be present on campus on all weekends with the exception of 5 nights per month.
- F. Be present within the building, do not just be a door to knock on and/or a number to call when a student needs something.
- G. Supervise building staff in their implementation of community building.
- H. Be present at all Hall openings and closings as well as all required training sessions.

IV. ACT AS THE ADVISOR TO HALL COUNCILS

- A. Have a weekly individual meeting with the Hall Council Representative. Attend hall meetings regularly. Attend Hall Council-sponsored events regularly.
- B. Work to develop good relationships between CA staff and Hall Council executive boards C. Act as a resource person for programming ideas

V. SUPERVISE OFFICE OPERATIONS

- A. Establish office procedures and work schedules. Set expectations for hall office workers.
- B. Hire and supervise office workers.
- C. Maintain accurate timesheets.

VI. CAMPUS-WIDE RESPONSIBILITIES

- A. Participate in all Community Director training sessions.
- B. Assist Residence Life in providing CA and Hall Council training sessions.



- C. Attend all Student Affairs divisional meetings.
- D. Participate in the room, CD, and CA selection process.
- E. Participate in both campus-wide and Residence Life committees/programs. Assignments will be made to long-standing committees such as Training, Staff recognition, Student Recruitment and Selection, Programming and Community Development, Residence Hall Association, or Professional Development. Additional support may be required for ad hoc committee work.

VII. PROVIDE ADDITIONAL SUPPORT FOR CRISIS INTERVENTION

- A. Participate in campus on-call duty rotation with other Community Directors
- B. Be willing to assist any staff member with a crisis situation.
- C. When requested and/or deemed necessary, accompany students to the hospital

VIII. OTHER RESPONSIBILITIES

- A. Assume other duties and responsibilities as mutually agreed upon with the Associate Dean of Residential Programs
- B. Adhere to all policies and procedures included in the Residence Life Manual and other University publications