

## **Assistant Resident Director Position Description**

Part-time, 9 month, live- in position that reports directly to the Resident Director over the respective living area. The Assistant Resident Director (ARD) is a student extension of the Resident Director who helps maintain a living area that is consistent with the Student Handbook, Residence Life Mission Statement and University Mission Statement. The ARD is a vital link with the Residence Life Program.

### **Minimum Qualifications:**

- Demonstrate traits of a consistent, growing Christian
- Exhibit characteristics of a mature, emotionally stable individual
- Displays desire and ability to lead peers and partner in leadership with Resident Director
- Is teachable and flexible
- Is responsible prompt and meets deadlines
- Is a full- time student (12 or more hours)
- Possess and maintain a cumulative GPA of 2.5 or better and in good academic standing
- Attend RA class following Leadership class
- Hold no other employment or stipend positions without the specific, advance approval of the Resident Director (maximum 5 hours of work study allowed)
- Is not a student teacher during term of service

### **Major Responsibilities:**

#### **Relational:**

- Encourage a Christ- like atmosphere throughout building and on RA staff through leading by example
- Build an understanding of where residents are in their faith journey
- Nurture a positive and cooperative atmosphere conducive to the educational development of the residents
- Maintain an open door policy with residents

#### **Leadership and Programming:**

- Partner with Resident Director to develop mission and vision for the Residence Hall and Resident Assistant Staff
- Facilitate the development of social and spiritual programs that seek to satisfy the needs of residents
  - Engage with RHA and RA staff to identify needs for all-hall programs
- Provide leadership and guidance for hall members by supporting Residence Hall Association programming efforts

**Challenging and Supporting:**

- Encourage and guide Resident Assistants in their daily tasks and in their personal lives
- Provide support to RA's during first months on job; help alleviate questions about how to perform daily tasks
- Be available and accessible to give direction and advice to hall residents and make referrals when necessary
- Become familiar with the names and needs of students and be available for the residents
- Help provide for the health and safety needs of residents when an illness or emergency occurs
- Confront violations of university rules and regulations and take appropriate disciplinary action. Report any discipline matters that need to be handled by higher-level personnel

**Administrative:**

- Duties specific to the area of supervision (I.e., weight room in J. Alvin or RHA President)
- Play leadership role on move-in and check-out days
  - Assist with the opening and closing of the residence hall, remaining until the hall is secured before vacation periods and arriving early to open the hall at the end of vacation periods
- Act as the liaison between the residents, the Residence Life Office, and John Brown University through the Resident Director
- Adhere to and enforce university rules, policies, and procedures as outlined in the Student Handbook
- Be aware of and report all conditions related to maintenance of the building and any follow-up responsibilities as assigned by the Resident Director
- Assist with the opening and closing of the residence hall, remaining until the hall is secured before vacation periods and arriving early to open the hall at the end of vacation periods

**Training and Development:**

- Participate in the pre- fall and pre-spring training session, committing to arrive on campus one week and one weekend (respectively) prior to returning students
- Actively engage in weekly staff and bi-weekly one on one meetings established with the Resident Director
- Attend monthly in-service sessions held throughout the year and other sessions as directed
- Participate in weekly staff and one-on-one meetings established with the Resident Director
- Participate in evaluation and feedback processes as conducted by the Resident Life Office