Assistant Resident Director Position Description

Part-time, 9 month, live-in position that reports directly to the Resident Director over respective living area. The Assistant Resident Director 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 the 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
- Teachable and flexible
- Responsible, prompt and meets deadlines
- Possess a cumulative G.P.A. of 2.5 or better and in good academic standing
- Attend Resident Assistant class following Leadership class
- Holds no other employment without the specific, advance approval of the Resident Director (maximum of 5 additional work hours, not classified as work study)

Major Responsibilities

Relational:

- Foster a Christ-like atmosphere throughout the building 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 your personal room door

Leadership and Programming:

- Partner with Resident Director to develop mission and vision for residence hall and Resident Assistant Staff
- Facilitate the development of social and spiritual programs that seek to satisfy the needs of the 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

Challenge and Support:

- Encourage and guide Resident Assistants in their daily tasks and in their personal lives
- Provide support to RAs 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

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• Become familiar with the names and needs of students and be available for the residents
• Help provide for the health and safety needs of the 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 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
• Be aware of and report all conditions related to maintenance of the building and any follow-up responsibilities as assigned by the Resident Director
• Act as the liaison between the residents and the Resident Director
• To adhere to and enforce University rules, policies, and procedures as outlined in the Student Handbook

**Training and Development:**

• Participate in the Fall RA training sessions, Pre-spring sessions, and other sessions as directed
• Actively engage in weekly staff and bi-weekly one on one meetings established with the Resident Director
• Attend monthly residence life in-service training sessions
• Participate in evaluation and feedback processes as conducted by the Residence Life Office

*Fulfill all other assignments delegated by the Resident Director or the Director of Residence Life*