

ASSISTANT RESIDENT DIRECTOR ACADEMICS JOB DESCRIPTION

POSITION DESCRIPTION

The Assistant Resident Director-Academics (ARDA) position is a 10-month live-in paraprofessional member of UCR's Department of Residential Life. The Assistant Resident Director (ARD) positions require individuals who have demonstrated maturity and ability to support and interpret Residential Life's mission and values. This position requires interpersonal skills including listening, written and oral communication. ARDs must have efficient problem-solving capability, administrative and organizational skills and ability to mentor and advise student staff. This position requires an understanding of the needs of diverse student populations including first-year, upper-division, and family housing residents. It is preferred that ARDs have had prior experience in coordinating educational and social programs and managing budgets but it is not required. ARDs must maintain a team-oriented attitude; have leadership ability and work to establish a positive liaison with professional and student staff. All ARDs must assist with departmental initiatives.

The ARDA assists with the academic and program initiatives for the Residential Life program at UCR. Specifically, the ARDA works directly with Program Advisors for Academic (PAA) Living-Learning Communities to meet the programming needs of each community. The ARDA assists with the daily supervision of the PA-As by facilitating meetings and providing mentorship to each staff member. The ARDA assists with the daily supervision of the RAs in the Highlander Early Start Academy (HESA) summer program. The ARDA assists the Assistant Director (AD) for Academic Living-Learning Communities and Initiatives, when applicable, to conduct regular evaluations of each staff member and holds regular staff meetings to discuss problems and disseminate information.

The ARDA is responsible for the continued development and management of the Student Housing Academic Resource Center (SHARC). This includes working with campus departments to maintain scheduled satellite services for housing students. The ARDA will coordinate and facilitate on-going communication and program development between student staff and professional staff as it relates to upcoming procedures and processes. The ARDA also approves and tracks programming for all Academic Outreach Coordinators and resolves any difficulties with programming.

The ARDA, with their direct supervisor, formulates budgets for academic and program endeavors within housing. The ARDA will have the opportunity to attend conferences, including workshops and seminars to develop professional skills and training strategies as it relates to academic and programming. The ARDA is responsible for working a minimum of twenty (20) office hours per week, (15) office hours and averages approximately (5) hours per week for attending evening or weekend meetings and activities.

POSITION REQUIREMENTS

- Must pass a background check.
- Responsible for reading, understanding, and following all policies and practices contained in the Conditions of Employment and expectations by department and supervisor(s).
- Maintain an undergraduate cumulative GPA of 2.75 or graduate cumulative GPA of 3.0 throughout the academic year, a 2.0 quarterly GPA, as well as complete a minimum of 12 units (Undergraduate) 8 Units (Graduate). S/NC grades are limited and need approval from a supervisor. UCR grade history will be reviewed.
- Must be and remain a full-time registered student at UCR for the academic school year; must limit total class hours (including labs) to 18 units, unless approved by supervisor in advance.
- Must remain in good standing with Residential Life, Housing, Dining & Residential Services and Student Conduct and Academic Integrity Programs (SCAIP).
- Responsible for reading, understanding, and following all policies and practices contained in the Conditions of Employment and expectations by department and supervisor(s).
- Must be available and present in the residential community including evenings and weekends. Must inform supervisor of significant periods of time away (72 hours) from residential community.
- Must return early as scheduled before the beginning of each quarter and remain until after closing at the end of each quarter and at the end of the year until released by supervisor.

