

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.

- May not hold any other employment or co-curricular position that exceed ten hours without prior approval from supervisor.
- Other employment, co-curricular positions, and extra-curricular activities may not interfere with fulfillment of job responsibilities. Must receive prior approval from professional staff supervisor.
- Must possess a valid Driver's License to operate a University vehicle, including the GEM cart, when applicable.

POSITION RESPONSIBILITIES

- Assist all Academic LLC staff, specifically PA-As with designing programs that meet the needs of each community.
- Supervision of staff during the academic year and HESA RAs during the summer.
- Oversee the scheduling of programs and staffing for the Student Housing Academic Resource Center (SHARC).
- Create and maintain a master calendar for all PA-As and SHARC related programming in on-campus housing.
- Assist professional staff supervisor in evaluating the effectiveness of academic programs and initiatives in the residence halls, apartments, and family housing.
- Work with the Academic Resource Center to coordinate scheduling of residence hall and campus apartments tutors and study group leaders and supplemental instruction
- Assist professional staff supervisor in evaluating the effectiveness of academic programs and initiatives in the residence halls, apartments, and family housing.
- Participate in the ARD duty rotation to respond to emergency and non-emergency situations.
 - Must remain within the duty radius and approved areas when on duty.
 - Staff will serve on a duty rotation on all weekdays, weekends, holidays, and campus closures.
- Support community development by initiating disciplinary and counseling processes.
- Assist professional staff with special projects as needed.
- Collaborate with other Housing and University staffs (facilities, dining services, support services and police)
- Availability for emergencies and other duties as needed.
- Serve on one departmental Committee.

ROLE MODELING AND MENTORSHIP

- ARDs must demonstrate appropriate behavior through actions and lead by example. This includes following all UCR Housing and University policies and procedures.
- Demonstrate maturity and ability to support and interpret Residential Life's mission and values.
- Demonstrate strong interpersonal skills including written and oral communication.
- Have efficient problem-solving capability, administrative and organizational skills and ability to mentor and advise student staff.
- Understand the needs of a diverse student population including first-year, upper-division, and family housing residents.
- Maintain a team-oriented attitude; have leadership ability and work to establish a positive liaison with professional and student staff.
- Demonstrate appropriate behavior through actions and leading by example.
- Maintain appropriate personal relationships with the staff they supervise and residents/students who fall into the scope of their respective areas.
- Demonstrate timeliness and meet deadlines when it comes to department needs, program paperwork, attending meetings, 1on1s, staff developments, Move-In, Welcome Week Programs, Quarterly Departmental Meetings.

I nave read the complete job description for the Assistant Resident Director for Academics position. I understand and accept each requirement and expectation of the position.			
Employee Name (Print)			
Employee Signature	 Date	Preparer's Name	Date