

ASSISTANT RESIDENT DIRECTOR CAMPUS APARTMENTS / RESIDENCE HALLS JOB DESCRIPTION

POSITION DESCRIPTION

The Assistant Resident Director (ARD) for Campus Apartments / Residence Halls position is a 10-month or 12-month live-in paraprofessional member of UCR's Department of Residential Life. The ARD position requires 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 for student staff including, but not limited to programming, training, selection, leadership, diversity and judicial initiatives.

The ARD assists their direct supervisor(s), a Resident Director (RD), with the daily supervision of Resident Advisors (RA) by facilitating routine meetings and providing mentorship to each RA. The ARD assists the career staff member(s), when applicable, to conduct regular evaluations of each RA and holds weekly staff meetings to discuss problems, coordinate events, and disseminate information.

The ARD, in conjunction with the community RD, develops and manages all programming for their community. The ARD ensures all program forms are completed, submitted and approved, including post-program forms. The ARD ensures programs are carefully evaluated. The ARD assists in the scheduling and coordination of all area activities and RA programming in alignment with the departmental programming model while supporting the programming core values. Finally, the ARD works closely with the career staff to oversee the programming budget for their community. The ARD apprises their direct supervisor of problems, needs and potential trouble regarding residents and/or RAs. The ARD shares on-call duty with ARDs.

The ARD, with their direct supervisor, formulates budgets for academic and program endeavors within housing. The ARD 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 ARD 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 with the daily supervision of Resident Advisors by providing mentorship to each RA.
- Assist in the planning and coordination of all staff training.
- Assist with the recruitment and selection processes related to career and student staff.
- Oversee the coordination and scheduling of all area programming: educational, social, cultural, and passive events.
- Attend programs held in the area as directed by the RD.
- Adjudicate and coordinate lower-level conduct cases that occur in area.
- Participate in the ARD duty rotation to respond to emergency and non-emergency situations.
- Support community development by initiating disciplinary and counseling processes.
- Support community development by managing and facilitating conflict mediation mediations as needed.
- 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 have read the complete job description for the Assistant Resident Director for Campus Apartments / Residence Halls position. I understand and accept each requirement and expectation of the position.

Employee Name (Print)

Employee Signature

Date

Preparer's Name

Date