

ASSISTANT RESIDENT DIRECTOR RESIDENTIAL EXPERIENCES JOB DESCRIPTION

POSITION DESCRIPTION

The Assistant Resident Director-Residential Experiences (ARDRE) position is a 12-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 for student staff including, but not limited to programming, training, selection, leadership, diversity and judicial initiatives.

The ARDRE assists with the transitional and program initiatives for the Residential Life program at UCR. Specifically, the ARDRE works directly with Program Advisors for Residential Experiences (PAREs) and Resident Advisors that oversee a community that encompasses the Living Learning Community to meet the programming needs. The ARDRE assists with the daily supervision of the PAREs by facilitating meetings and providing mentorship to each staff member. The ARDRE assists the Assistant Director (AD) for Transitional Initiatives and Retention, when applicable, to conduct regular evaluations of each staff member and holds regular staff meetings to discuss problems and disseminate information. During the summer months the ARDRE will be responsible for the oversight and supervision of Summer Team Norm.

The ARDRE is responsible for the continued development and management of the Experiential Living-Learning Communities. This includes carrying out the Living-Learning Community Engagement Model. The ARD-RE 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 ARD-RE also approves and tracks programming for all Program Advisors for Residential Experiences and resolves any difficulties with programming.

The ARDRE, with their direct supervisor, formulates budgets for program endeavors within housing. The ARDRE will have the opportunity to attend conferences, including workshops and seminars to develop professional skills and training strategies as it relates to personal/professional development and programming. The ARDRE 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).
- 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 Program Advisors for Residential Experiences (PAREs) with designing programs and initiatives that meet the needs of each Living-Learning Community, following the Experiential Living-Learning Community Engagement Model.
- Oversee the scheduling of programs and staffing for their team.
- Create and maintain a master calendar for all Experiential and Transitional related programming in oncampus housing.
- Assist professional staff supervisor in carrying out and evaluating the effectiveness of transitional 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.

I have read the complete job description for the Assistant Resident Director for Residential

- 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.

Experiences position. I	understand and accept eac	h requirement and expectation of the	position.
Employee Name (Print)			
Employee Signature	Date	Preparer's Name	Date