

Title of Position: **Associate Resident Director**

Appointment: **10 Month Graduate Assistantship (Summer Optional)**

Function of Position:

The Associate Resident Director (ARD) is responsible for the shared management, administration, services, and activities in a residential building/complex with the supervision of a full-time staff member. ARDs are actively involved in the selection, training, supervision and evaluation of 4-17 Resident Assistants (RA), a full-time secretary, Desk Assistants (DA), and Night Assistants (NA). As a member of the professional staff, ARDs assist with the overall quality and efficiency of administrative activities as they relate to the Office of University Housing and Dining Services, especially as they relate to the residence halls. ARDs are expected to use an approach which balances sound developmental concepts with a managerial philosophy in carrying out assigned duties. On specific occasions, he/she may be called upon to perform additional duties up to and including the coordination and supervision of specific projects, committees and/or activities for the department. The Associate Resident Director directly reports to the Resident/Complex Director in his/her assigned area.

Description of Duties and Responsibilities:

1. Shares supervision of Resident Assistants, support staff, Desk Assistants, and Night Assistants in the assigned residential building/area.
2. Shares administrative responsibilities of a residential building along with the Resident/Complex Director. Coordinates office operation, completes necessary paperwork, and works with Building Service Workers and Physical Plant personnel to ensure safety and security within the designated area.
3. Works to ensure that all residents feel included and welcome by overseeing community, academic, and personal programs in collaboration with other residential life staff and/or university departments.
4. Is knowledgeable of departmental and university policies and ensures that students and staff with whom he/she interacts are aware of such policies.
5. May serve as advisor to building/area council, Residence Hall Association (RHA), and local chapter of the National Residence Hall Honorary. Monitors and approves financial transactions to ensure funds are used properly.
6. Facilitates an awareness and sensitivity in celebration of cultural diversity.
7. Assists in the recruitment, selection, training, and evaluation of residential life staff members.
8. Monitors and documents behavioral concerns. Adjudicates instances of university violations in conjunction with the Office of Judicial Affairs.
9. Provides crisis intervention as situations arise. Utilizes on-campus resources to make appropriate referrals to students who need and/or require assistance.
10. Serves as the primary duty and/or emergency contact person for residential building/area. Participates in on-call responsibilities for building/area.
11. Establishes regular office hours within residential area. Maintains a high level of contact with residents and staff by walking the area on a regular basis.
12. Serves on a departmental committees with varying focuses such as academics, social justice, and training.
13. Attends regularly scheduled departmental staff meetings, individual consultations with supervisor/supervisees and facilitates area meetings.
14. Assists with Summer Conference Program operation.
15. Performs other duties as assigned by Administrative personnel.