



Department:	Housing and Dining Services
Position:	Associate Resident Director- Residence Halls
Hours/Week:	20
Contract Dates:	July 23, 2018-May 31, 2020
Supervisor:	Jody Stone
Supervisor Contact:	(217) 581-2515; jestone@eiu.edu
Benefits:	\$950/month from August-April (first year), \$1,000/month from August-May (second year)

Duties and Responsibilities:

1. Shares administrative responsibilities of a residential area. Coordinates office operation, completes necessary paperwork, and works with Building Service Workers and Facilities Planning and Management personnel to ensure safety and security within the designated area.
2. Collaborates with Building Service Workers to ensure safe and clean living environments. Meets regularly to address and resolve issues as they arise.
3. Coordinates and advises educational programs and activities in areas identified by the areas of Housing and Dining and Fraternity and Sorority Programs.
4. Assists with the recruitment, selection, training, and evaluation of Housing staff members.
5. Assists the residents living in the assigned Greek Court complex by being available when needed.
6. Assists all Fraternities and Sororities with programs, ideas, and activities and assists chapters with the overall operation of their housing needs.
7. Provides crisis intervention as situations arise. Utilizes on-campus resources to make appropriate referrals to students who need and/or require assistance.
8. Is knowledgeable of departmental and university policies and ensures that students and staff with whom he/she interacts are aware of such policies. Maintain knowledge of Fraternity and Sorority Programs, Greek Councils, and individual chapter policies.
9. Facilitates an awareness and sensitivity in celebration of cultural diversity.

10. Monitors and documents behavioral concerns. Adjudicates instances of university violations in conjunction with the Office of Student Standards.
11. Supports and offers advisement to Greek Court Council, PHC, NPHC, IFC, Honoraria's, Greek Week, and other strategic assignments.
12. Serves as the primary duty and/or emergency contact person for residential building/area. Participates in on-call responsibilities for building/area.
13. 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.
14. Participates in departmental committees with varying focuses such as academics, social justice, and training.
15. Attends regularly scheduled departmental staff meetings, individual consultations with supervisor/supervisees.
16. Has the option to assist with Summer Conference Program operation
17. Performs other duties as assigned by Administrative personnel.

Special Qualifications:

The Associate Resident Director (ARD) is responsible for the shared management, administration, services, and activities in the Greek Court area with the supervision of a full-time staff member. ARDs are actively involved in the selection, training, supervision and evaluation of Senior Staff Assistants (SSA) and Desk Assistants (DA). As a member of the professional staff, ARDs assist with the overall quality and efficiency of administrative activities as they relate to Greek Court. 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 departments of Housing and Dining and Fraternity and Sorority Programs. The Associate Resident Director of Greek Court directly reports to the Greek Court Assistant Director.