

## **Position Description**

### **Assistant Residence Director Position**

The Assistant Residence Director (ARD) is a graduate assistantship (20 hours or 30 hours per week) live-in, senior staff member responsible for assisting in the overall administration of a cluster of one or more residence halls housing 275-675 students. The Assistant Residence Director supervises undergraduate students to create safe, caring and inclusive communities through supervision, community development, student development, leadership development, administration and departmental responsibilities. Cluster based responsibilities are negotiated within the senior staff team comprised of the Residence Director (RD) and the Assistant Residence Director(s). The Assistant Residence Director is supervised by a Residence Director.

### **Duties and Responsibilities**

- Serves as a member of the senior staff team within the residence hall cluster to provide leadership in all aspects of residence hall management.
- Supervises Resident Assistants.
- Serves as a judicial conference administrator, enforces policy and supervises staff in enforcement of the code of student conduct.
- Participates in staff training and development including, but not limited to, August pre-service training, new ARD seminar and January training.
- Participates in department meetings and functions including, but not limited to, area meetings, department meetings and search processes.
- Participates in cluster functioning including, but not limited to, cluster staff meetings, senior staff meetings, supervision meetings, office hours, student interaction and hall opening and closing.
- Responds to emergencies and crises in the residence halls.
- Provides leadership for some of the following responsibility areas as determined with the Residence Director:
  - Cluster Community Development (including First Eight Weeks)
  - Student group advising
  - Living and Learning Communities coordination
  - Cluster Office coordination and Cluster Office Manager supervision (including maintenance and operations and key systems oversight)
  - Housing Assignments coordination
  - Understands, is committed to and implements affirmative action and non-discrimination regulations, policies and principles.
- Participates in departmental committees and work groups (30 hour/week position only).
- Performs other related tasks as assigned.

### **Qualifications**

**Minimum:** Enrolled as a full-time graduate student in a degree-granting program at the University of Massachusetts Amherst. Strong interpersonal communication skills and the ability to interact with a diverse population. Demonstrated experience and skills related to program development, student development and working with groups. Familiarity with residence hall systems and/or other education, administration or management experience.

**Preferred:** One or two years experience living in a residence hall system. One year experience as a Resident Assistant, student organization leader and/or directly related work experience

## **Requirements**

The ARD position is an assistantship during the academic year. All ARDs work 40 hours per week during the training time period in August. ARDs are hired for a period of one academic year, with renewal contingent upon satisfactory performance and evaluation. Because of the complexities and demands placed on the ARD position, it is expected that ARDs will view the position as a primary internship.

New ARDs (those who have worked less than two full semesters) are required to be available every Thursday morning for Department and Area meetings. Returning ARDs (those who have worked more than two full semesters) are expected to be available every Thursday morning for Department and Area meetings, unless an excused academic exception has been made. ARDs working 20 hours per week are required to hold at least 10 office hours each week. ARDs working 30 hours per week are required to hold at least 15 office hours per week. These office hours are to be held (Monday-Friday) between the hours of 9:00am-5:00pm.

## **Compensation**

The graduate stipend for the 39-week position is \$18,912.30 for a 30 hour work week and \$12,229.20 for a 20 hour work week. Compensation also includes a furnished apartment valued at \$4,200 and standard Graduate Employee Organization (GEO) benefits including a tuition waiver and partial health fee waiver. This compensation package is based on 2008-2009 compensation for a new ARD; the rates for 2009-2010 have not been determined at this time. Employment begins on August 10, 2009.

## **Application Process**

Further Information and application materials can be found on the Housing and Residence Life Website (<http://www.housing.umass.edu/employ>). Please direct any questions to [gradsearch@gw.housing.umass.edu](mailto:gradsearch@gw.housing.umass.edu)