

Graduate Assistant Position Description 2021-2022

Title:	Assistant Residence Director (ARD) – Live-In (20-hour)
Department:	Residential Life: Residence Education
Supervisor:	Residence Director (20)
Hours per week:	20 per week; 40 hours per week during August training period
Stipend:	New Staff: \$21,277.20 Returning Staff: \$20,548.88 Assistant Residence Director staff are expected to reside in the provided on-campus furnished apartment
Appointment Term:	
New:	August Training (40 hrs. per week): August 9 – September 4, 2020 Fall Semester: September 5 - December 25, 2021 Spring Semester: January 5 – May 10, 2022
Returning:	August Training (40 hrs. per week): August 11 – September 4, 2020 Fall Semester: September 5 - December 25, 2021 Spring Semester: January 5 – May 10, 2022
Appointment Renewal:	Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

Student Affairs and Campus Life (SACL)

Student Affairs and Campus Life is committed to providing meaningful assistantship experiences for graduate students, particularly when these experiences enhance SACL priorities and are relevant to the pursuit of a graduate assistant's professional goals. It is within this context that SACL makes this assistantship available.

Department: Residential Life – Residence Education

Residential Life is a national leader in creating a dynamic residential experience that is engaging, socially just, and promotes student learning. Residential Life offers a residential experience that supports students' learning, personal growth, and academic achievement. We foster inclusive communities, create social and educational opportunities, and provide safe and well-maintained residences.

The Assistant Residence Director (20-hour) (ARD) is a live-in, senior staff member responsible for assisting in the overall administration of a cluster of one or more residence halls housing 400-675 students. The ARD 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 ARD. The ARD is directly supervised by an RD.

All Residence Education Graduate Assistants are expected to be available every Wednesday afternoon from 1:00 – 3:00pm for staff meetings and professional development, unless an excused academic exception has been made.

ARDs generally work four (4) hours per day Monday through Friday. Graduate staff will develop their weekly schedule with their supervisor at the start of the semester to effectively complete the responsibilities of their position. Schedules will be submitted to the Residence Education Assistant Director/Intermediate Supervisor within the first week of the semester for approval; Assistant Directors may approve work schedules of more or less than four (4) hours per day, but generally not more than six (6) hours per day.

Community Development and Student Learning

- Serves as a member of the senior staff team within a residence hall cluster to provide leadership for all aspects of the community.
- Is visible and available to the residents in the community by holding regular posted office hours (10 hours per week between 12:00 – 8:00pm Monday – Friday), attending events and programs, being present and visible and facilitating community events.
- With the Residence Director, provides leadership for the cluster Residential Curriculum.
- Plans community initiatives to meet the needs of the residence hall community.
- Supports the Cluster House Council; may serve as co-advisor for house council.
- Provides leadership for a Residential First Year Experience Program, Defined Residential Communities and/or other housing options within the cluster as needed.
- Supervises RA staff to facilitate roommate and community agreements.
- Plans and implements academic support initiatives for the residence hall communities.
- Responds to student and community issues and concerns including, but not limited to, roommate conflicts, community conflict, student and community behavior, and facilities concerns.

Supervision

- Provides supervision for Resident Assistants (RA) including, but not limited to, training, goal-setting, one on one facilitation, evaluation, recognition, and discipline.
- Understands the RA/PM collective bargaining agreement and implements appropriately.

Student Conduct and Crisis Management

- Serves as a conduct conference administrator including assigning and facilitating educational sanctions
- Communicates, upholds and enforces the Code of Student Conduct and Residential Life Community Standards

- Supervises staff in the enforcement of policy
- Responds to emergencies and crises in the residence halls, including fire drills and wellness checks

Equity, Diversity and Inclusion (EDI)

- Integrates EDI into the development of programs, practices, policies and processes.
- Supports and meets the needs of traditionally underrepresented students.

Administration

- Attends cluster staff meetings and other meetings related to the cluster's functioning
- Participates in hall move-in and move-out processes.
- Responsible for management of Procurement Card in order to purchase supplies for programs. Works with supervisor to manage programming budget.
- Communicates and writes reports as expected by supervisor.
- Utilizes computer skills and technology to accomplish position responsibilities.

Residential Life Projects and Responsibilities

- Participates in all required staff training and development including, but not limited to, Student Affairs and Campus Life graduate staff training and Residential Life August and January Training.
- Participates in and supports Residential Life, Student Affairs and Campus Life, and University programs and initiatives.
- Participates in staff meetings and functions including, but not limited to, regular staff meetings, committee work, and search processes.
- Position is identified as a Title IX Responsible Employee and a Clery Campus Security Authority and is expected to respond and report accordingly.
- Understands, is committed to, and implements affirmative action and nondiscrimination regulations, policies and principles.
- Performs other related tasks as assigned.

Minimum Required Qualifications:

- Enrollment as graduate student in good standing during entire term of appointment.
- Eligibility for appointment to this assistantship, as determined by the Graduate School.
- Availability to serve the entire assistantship term.
- Willingness to perform all mandated compliance reporting and related requirements.
- Strong interpersonal communication skills and the ability to interact with a diverse population of graduate
- Understands and is committed to the University and departmental affirmative action and non-discrimination policies
- Demonstrated experience and skills related to program development, student development and working with groups
- Familiarity with residence hall systems and other education and management experience
- Regular evening and some weekend work required

Preferred Qualifications:

- 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

Compensation and Benefits

Specific compensation and benefits accruing to graduate assistantships are informed by the collective bargaining agreement (“Contract”) with the Graduate Employees Organization (“GEO”) in force during the appointment period. All Graduate Assistants should review this agreement carefully for detailed explanations of compensation and benefits that may apply. Generally, however, Graduate Assistants receive:

1. A stipend based on the number of weekly hours allocated to the applicable assistantship;
2. Tuition and curriculum fee scholarship waiver (as provided in the GEO Contract);
3. Reduced fees for health coverage; and,
4. Vacation leave
 - Vacation leave will be scheduled during university break periods:
 - During the fall semester, vacation leave will be scheduled for either Thanksgiving (November 22 – 26, 2021) or Winter Break (December 20 – 24, 2021) or combination thereof for a total of 16 hours of vacation leave. Staff member preference for leave will be considered by the Intermediate supervisor.
 - During the spring semester, vacation leave will be scheduled for Spring Break: March 14 -18, 2021 for a total of 20 hours of vacation leave.

Collective Bargaining Agreement

Graduate Assistants are employees of the University. Appointments to graduate assistantships must be approved in advance by the Graduate School. Employment matters are guided and informed by University policy and by provisions of a collective bargaining agreement (“Contract”) with the Graduate Employee Organization (“GEO”), a recognized employee union at the University. GEO is affiliated with the United Auto Workers.

The GEO Contract can be found at:

<https://www.geouaw.org/wp-content/uploads/2018/07/GEO-Contract-2020.pdf>

Incumbent Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____