Graduate Assistant Position Description 2018-2019

Title:                        Assistant Residence Director (ARD) – Live-In/ Apartment Living, Lincoln Apartments

Department:                  Residential Life: Residence Education

Supervisor:                  Apartment Communities Coordinator (ACC)

Hours per week:              20 per week; 40 hours per week during August Training period

Stipend:                     Below are 2017-18 Rates (Academic Year 2018-19 not yet confirmed)
New Staff: $16,993.20
Returning Staff: $16,385.28

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 6 – September 1, 2018
Fall Semester: September 2 - December 21, 2018
Spring: January 9 – May 14, 2019

Returning: August Training (40 hrs. per week): August 9 – September 1, 2018
Fall Semester: September 2 - December 21, 2018
Spring: January 9 – May 14, 2019

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/Apartment Living position is a 20-hour per week assistantship during the academic year. The ARD/AL is a live-in graduate student staff member in Lincoln Apartments. The ARD/AL is supervised by the Apartment Communities Coordinator. The ARD/AL participates in creating a learning environment in the apartment community, upholding the Code of Student Conduct and Residential Life Community Standards, crisis management, outreach with other Units in Residential Life and providing resources to residents.

Under direct supervision from the Apartment Communities Coordinator, the main focus of the ARD/AL is to help Lincoln residents achieve their academic goals by living in safe and socially just communities. The ARD/AL also addresses more immediate concerns such as handling roommate conflicts and keeping living quarters clean and quiet for all to study and sleep with minimal supervision by staff.

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. Some break coverage may be expected and will be compensated separately.

**Community Development and Student Learning**
- Serves as a member of the senior staff team to provide leadership for all aspects of the Lincoln apartment 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.
- Plans community initiatives to meet the needs of the residence hall community.
- Plans and implements orientation programs to the apartment residents about apartment living.
- Facilitates apartment agreements.
- Works with the Lincoln Apartments Residents Association.
- Serves as a resource and referral agent to residents.
- Responds to student and community issues and concerns including, but not limited to, roommate conflicts, community conflict, student and community behavior, and facilities concerns.

**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.
- Responds to emergencies and crises in the apartment complex, 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**
- Holds regular office hours that are posted and communicated with supervisor.
• 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.
• 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
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:

http://www.umass.edu/gradschool/sites/default/files/GEO%20contract%2014-17%20vfsigned.pdf

Incumbent Signature:___________________________________________  Date:____________

Supervisor Signature:___________________________________________  Date:____________