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

Department: Residential Life: Residence Education

Supervisor: Apartment Communities Coordinator (ACC)

Hours per week: 20 per week during the academic year and summer

Stipend: Below are 2017-18 Rates (Academic Year 2018-19 not yet confirmed)
Annual Stipend: $29,388.80
Assistant Residence Director staff are expected to reside in the provided North Village furnished apartment (in accordance with the Massachusetts State Sanitary Code, the total number of people residing in the apartment may not exceed four)

Appointment Term:
New: August Training (8/6/18 – 9/1/2018), Academic Year (9/2/18 – 5/14/19) and Summer (5/15/19 – 8/31/19)

Returning: Academic Year (8/6/18 – 5/14/19) and Summer (5/15/19 – 8/31/19)

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 North Village Community: North Village is the University’s Family Housing Community. Undergraduate and Graduate students must be married or have legal custody of dependent child/children prior to being offered an apartment.

The Apartment Living Graduate Assistant for North Village is a live-in 20-hour per week assistantship during the academic year and summer. The ARD/AL plans and implements a programming series that meets the unique needs of the family housing community and participates in 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. This position receives direct supervision from the Apartment Communities Coordinator.

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.

Community Development and Programming

- Serves as a member of the senior staff team to provide leadership for all aspects of the North Village apartment community.
- Is visible and available to residents in the community by holding regular posted office hours (typically after 3:00pm), doing walk-throughs of the community, and attending events and programs.
- Responsible for planning and implementing programs for the North Village Family Housing Community.
- Plans needs assessment initiatives (survey, focus groups, individual conversations, observation) to determine needs of the resident families.
- Maintains a bulletin board in the North Village Community Center with information about resources and programs on campus and in the community.
- Maintains Community Center scheduling calendar and provides access to the center for resident use.
- Publicizes community events to all families.
- Collaborates with the Office of Family Resources staff, Graduate Student Senate, and Center for Early Education and Care staff to identify and meet the community needs of the North Village residents.
- Plans and implements welcoming initiatives for new residents of the North Village community.
- Serves as a resource and referral agent to residents.
- Responds to student and community issues and concerns including, but not limited to, community conflict, student and community behavior, and facilities concerns.
- Acquires necessary knowledge of university policies and legal considerations for working with residents and minor children.

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 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**
- 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 students and their families.
- Familiarity with the needs of undergraduate and graduate students with families
- Experience planning small and large-scale events.
- Understands and is committed to the University and departmental affirmative action and non-discrimination policies.
- Excellent written and verbal skills with experience in computer applications such as Microsoft Word, Powerpoint, and Excel.
- Regular evening and some weekend work required.

**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:


Incumbent Signature:___________________________________________ Date:____________

Supervisor Signature:___________________________________________ Date:____________