University of Massachusetts Amherst  
Graduate Assistant Position Description 2017-2018

**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.

**Title: Assistant Residence Director (ARD)/Live-in Residence Hall Graduate Assistant**
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 supervised by an RD.

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.

All Graduate Assistants are expected to be available every Thursday morning for Staff Meetings, unless an excused academic exception has been made. ARDs are required to hold at least 10 office hours per week. These office hours are to be held (Monday-Friday) between the hours of 9:00am-5:00pm.

**Duties and Responsibilities**

**Community Development**
- Serves as a member of the senior staff team within a residence hall cluster to provide leadership for all aspects of the community.
- With the Residence Director, provides leadership for the cluster Residential Curriculum.
- Is visible and available to the residents of the cluster by holding regular office hours, attending events and programs, being present and visible within the residence hall community, and attending/facilitating community initiatives.
- 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 SophoMORE Communities 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 collective bargaining agreement and implements appropriately.

**Student Conduct and Crisis Management**
- Serves as a conduct conference administrator including assigning and facilitating educational sanctions.
- 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.
**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.
- Attends cluster staff meetings and other meetings related to the cluster’s functioning.
- Participates in hall opening and closing 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.

**Requirements/Qualifications**
- **Minimum:** Continued good standing as a graduate student in a degree-granting program
- Strong interpersonal communication skills and the ability to interact with a diverse population of students
- 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/or other education, administration or management experience
- Some evening and 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

**Employment Dates and Compensation**
- **Hrs/Wk:** 20 hours per week academic periods/40 hours per week August training period
- **Stipend** 2017-2018: $16,993 (new)/$16,385 (returning)
- **Furnished Apartment** in which staff member is expected to reside
- **Dates of Appointment:**
  - New: 8/6/17-9/2/17 (training); 9/3/17-12/23/17 (fall); 1/10/18-5/15/18 (spring)
  - Returning: 8/10/17-9/2/17 (training); 9/3/17-12/23/17 (fall); 1/10/18-5/15/18 (spring)
- **Standard Graduate Employee Organization (GEO) benefits**

Incumbent Signature: __________________________ Date: ______________

Supervisor Signature: __________________________ Date: ______________