Department: Residential Life

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 North Village Community: North Village is the University’s Family Housing Community. Residents must be married or have legal custody of a dependent child/children prior to being offered an apartment. North Village offers a total of 237 apartments, 120 one-bedroom apartments and 104 two-bedroom apartments.

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 is supervised by the Apartment Complex Coordinator. 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.

All Graduate Assistants are expected to be available every Thursday morning for Staff Meetings, unless an excused academic exception has been made. ARD/ALs 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/AL position, it is expected that ARD/ALs will view the position as a primary internship.

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 office hours (typically after 3:00pm) 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 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.

**Requirements/Qualifications**
- Good standing as a graduate student in a degree-granting program
- Experience planning small and large-scale events
- Strong interpersonal communication skills and the ability to interact with a diverse population of undergraduate and graduate students and their families
- Familiarity with the needs of undergraduate and graduate students with families.
- Excellent written and verbal skills with experience in computer applications such as Microsoft Word, Powerpoint, and Excel.
- Some evening and weekend work required

**Employment Dates and Compensation**
- **Hrs/Wk:** 20 hours per week for the academic year and summer. 40 hours per week August training period. Dates of Appointment:
  - New: 8/6/17-9/2/17 (training); 9/3/17-5/26/18 (academic year); 5/27/18-8/8/18 (summer)
  - Returning: 8/10/17-9/2/17 (training); 9/3/17-5/26/18 (academic year); 5/27/18-8/8/18 (summer)
- Furnished Apartment in which staff member is expected to reside (in accordance with the Massachusetts State Sanitary Code, the total number of people residing in the apartment may not exceed four)
- Stipend 2016-2017: $25.23/hour (will increase w/ GEO minimum rate increase)
- Standard Graduate Employee Organization (GEO) benefits
Incumbent Signature:___________________________________________ Date:__________

Supervisor Signature:___________________________________________ Date:__________