

Graduate Assistant Position Description 2024-2025

Title: Assistant Residence Director (ARD)/Apartment Living, North Apartments – Live-In (20-hour)

Department: Residential Life

Supervisor: Residence Director

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

Stipend: New Staff: \$23,498.08
Returning Staff: \$22,709.44
Assistant Residence Director staff are expected to reside in the provided on-campus furnished apartment.

Appointment Term:

	Time Period	Hours	Period of Responsibility
New:	August Training	40 hours per week	August 4 – August 31, 2024
	Fall Semester	20 hours per week	September 1 - December 21, 2024
	Spring Semester	20 hours per week	January 12 – May 20, 2025 <i>*payroll dates differ from position dates – see Payroll Schedule Calendar</i>
Returning:	August Training	40 hours per week	August 8 – August 31, 2024
	Fall Semester	20 hours per week	September 1 - December 21, 2024
	Spring Semester	20 hours per week	January 12 – May 20, 2025 <i>*payroll dates differ from position dates – see Payroll Schedule Calendar</i>

Appointment Renewal: Appointments are for the stated appointment term only and there is no guarantee of appointment renewal. See Term Limits for additional information.

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

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 North 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 Residence Director, the main focus of the ARD/AL is to help North residents achieve their personal and 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 safe and quiet for all to study and sleep with minimal supervision by staff.

All Residential Life 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.

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 Residential Life 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 to provide leadership for all aspects of the North apartment community.
- Is visible and available to the residents in the community by holding regular posted office hours (8 hours per week between 12:00 – 8:00pm Monday – Friday), attending events and programs, conducting walk-throughs of the halls, being present and visible and facilitating community events.
- Plans community initiatives to meet the needs of the residence hall community as outlined in the Residential Curriculum.
- Facilitates apartment agreements.
- Maintains educational and information bulletin boards throughout the hall.
- Works with the North Apartments Advisory Board.
- 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

- Communicates, upholds and enforces the Code of Student Conduct and Residential Life Community Standards.
- Responds to emergencies and crises in the apartment community, including fire drills and student concerns.

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

- Participates in residence hall/apartment 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 Time
 - **Fall and Spring Break Scheduled Time-Off (vacation time used):**
 - Fall Break: November 25 – 29, 2024 16 hours of vacation leave.
 - Spring Break: March 17 -21, 2025 for a total of 20 hours of vacation leave.

Term Limits

The standard Student Affairs and Campus Life practice for annual graduate student appointments and reappointments is no more than three appointments/reappointments in total across SACL areas. This maximizes the ability of graduate students to gain experience working in a variety of Student Affairs positions and ensures that graduate students have equitable opportunities to obtain assistantships.

- All GA appointments are by semester and subject to renewal.
- Subject to availability of positions and funding, GAs in good standing may be considered for reappointment for up to 6 semesters (summer appointments are excluded from this total).
- In special circumstances, an office or department may review an appointment after 6 semesters and request approval for additional renewals for up to a total of 4 additional semesters.
- The maximum number of appointments/reappointments for SACL departments and offices is 10 semesters total. This does not include GSS appointments.

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.umass.edu/provost/resources/all-resources/academic-personnel/policy-and-labor-contracts/collective-bargaining>

Incumbent Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Updated November 2023

2024 – 2025 Payroll Schedule for Residential Life Assistantships

Pay Period Start Date	Pay Period End Date	Pay date	PAYCHECK #
7/28/24	8/10/24	08/16/24	SUMMER 1 - 1 WEEK
08/11/24	08/24/24	08/30/24	SUMMER 2 - 2 WEEKS
08/25/24	09/07/24	09/13/24	SUMMER 3, FALL 1 -2 WEEKS
09/08/24	09/21/24	09/27/24	FALL 2 - 2 WEEKS
09/22/24	10/05/24	10/11/24	FALL 3 - 2 WEEKS
10/06/24	10/19/24	10/25/24	FALL 4 - 2 WEEKS
10/20/24	11/02/24	11/08/24	FALL 5 - 2 WEEKS
11/03/24	11/16/24	11/22/24	FALL 6 - 2 WEEKS
11/17/24	11/30/24	12/06/24	FALL 7 - 2 WEEKS
12/01/24	12/14/24	12/20/24	FALL 8 - 2 WEEKS
12/15/24	12/28/24	01/03/25	FALL 9 - 1 WEEKS
12/29/24	01/11/25	01/17/25	SPRING 1 - 1 WEEK
01/12/25	01/25/25	01/31/25	SPRING 2 - 2 WEEKS
01/26/25	02/08/25	02/14/25	SPRING 3 - 2 WEEKS
02/09/25	02/22/25	02/28/25	SPRING 4 - 2 WEEKS
02/23/25	03/08/25	03/14/25	SPRING 5 - 2 WEEKS
03/09/25	03/22/25	03/28/25	SPRING 6 - 2 WEEKS
03/23/25	04/05/25	04/11/25	SPRING 7 - 2 WEEKS
04/06/25	04/19/25	04/25/25	SPRING 8 - 2 WEEKS
04/20/25	05/03/25	05/09/25	SPRING 9 - 2 WEEKS
05/04/25	05/17/25	05/23/25	SPRING 10 - 1.5 WEEKS
05/18/25	05/31/25	06/06/25	None