Assistant Resident Director
Georgia Southern University
Residence Education Team within University Housing
2017-2018

General Description: An Assistant Resident Director (ARD) in University Housing is a Graduate Assistant staff member. The ARD works in the residence hall and supports the Resident Director in the management of the building. The ARD will directly supervise 4-6 Community Leaders (CL), assist with training, provide indirect supervision of the entire CL staff and evaluate their direct reports. Additionally, they manage the Community Assistants (CA) who staff the front desk, in coordination with the Graduate Assistant for Community Desks. The ARD is also responsible for advising the Programming or Advocacy board within the Residence Hall Association, as well as supporting Residential Curriculum events. ARDs ensure the creation of an environment that is conducive to the academic and personal growth of each resident while remaining consistent with the goals and objectives of Georgia Southern University. The ARD is supervised by a professional Resident Director.

Job Specifications/Qualifications
• Prior residence hall/student services experience is strongly preferred.
• Ability to work with diverse populations.
• As a graduate student enrolled in academic classes at Georgia Southern, Assistant Resident Directors must be enrolled as a full time student each semester and maintain a 3.0 GPA in order to qualify for a graduate assistantship. Assistant Resident Directors must take at least 9 hours a semester. They can be enrolled in any Graduate School Program, but higher education related fields are preferred.
• Committed to education, celebration of diversity, and raising social awareness.
• Demonstrated skills in the following areas is highly desirable: leadership, supervision, crisis intervention, group dynamics, flexibility, professionalism, and programming in a residence hall setting.
• A strong desire to work with college students in a residence hall environment.
• As the position is considered the Assistant Resident Director’s primary non-academic activity, Assistant Resident Directors may not accept other employment at the university. An Assistant Resident Director may not have a significant responsibility in an extracurricular activity. Please discuss outside involvements with your supervisor at the beginning of each semester to assess appropriateness.
• Ability to physically lift 25 pounds and respond to emergencies in on-campus residence halls.
• Must successfully complete background investigation.

Remuneration: The ARD appointment is 10 months (August to May). Salary for the position is $7,750/year and is paid on a monthly basis. Graduate Assistants (who are unconditionally accepted into graduate school) receive a tuition waiver of the standard in-state and out-of-state tuition but must pay a reduced matriculation fee of $25 per semester along with all assessed university fees. Some programs are approved to charge a premium tuition rate that is not covered by the standard tuition waiver. Graduate Assistants are responsible for paying all University Fees and the Technology Fee each semester. This position is classified as a graduate assistantship and standard employee benefits are not provided. The ARD will report to campus for training 2-3 weeks in advance of the beginning of the assistantships formal start date. You will receive additional pay (determined by the length of time required for training). This position does not provide housing. You may choose to live on campus at your own expense.

Duties and Responsibilities: The Assistant Resident Director is administratively responsible to and supervised by a professional Resident Director. The ARD will maintain a level of confidentiality, professionalism and equality at all times. The ARD completes 20 – 25 hours a week through regular office hours, weekly check-ins with their direct supervisor and some nighttime or weekend requirements as the ARD class schedule allows.

Additional Responsibilities include but are not limited to:
A. Community and Student Development: Assistant Resident Directors are expected to promote an atmosphere conducive to individual and group development through programming, counseling, and other student development activities. The academic success and personal growth of each resident is the ultimate goal in every residence hall environment. In achieving this goal, the ARD is expected to:
• Assist in the creation of a positive and academically supportive environment in assigned hall.
• Support the hall residential curriculum as assigned by the Resident Director.
• Serve as an advisor to one of the Residence Hall Association boards. Support hall activities by both personal attendance and participation.
• Maintain an attitude of sincere interest in the residents and actively listen with concern and support.
• Be aware of and assist students who become ill or encounter any other emergency situation.
• Assist students (within one’s skill level) with academic, housing related and personal concerns. Make appropriate referrals when needed.
• Maintain a high level of contact with residents.

B. **Staff Supervision and Development:** The Assistant Resident Director will directly supervise 4-6 Community Leaders (CL), assist with training, provide indirect supervision of the entire CL staff and evaluate direct reports. Additionally, they manage the Community Assistants who staff the front desk. The ARD is expected to perform the following duties as they relate to student staff:

**Community Leaders:**
• Provide personal, academic, and leadership development on a regular basis.
• Provide direct supervision to 4-6 Community Leader staff members as directed by the Resident Director and serve as the indirect supervisor when the RD is unavailable for the entire CL staff.
• Maintain a detailed record of both accomplishments and concerns about each Community Leader staff member and administer periodic evaluations of all CL staff.
• Communicate regularly with the Resident Director regarding any concerns or other important information related to CL supervisees.
• Perform any other duties as requested by the Assistant Director and/or the Resident Director that relates to staff supervision.
• Attend weekly staff meetings and hold supervision meetings with each supervisee twice a month.

**C. Residence Hall Front Desk Management:** The Assistant Resident Director will manage the front desk of each residence hall and serve as an on-site supervisor for the Community Assistant staff.

**Community Assistants:**
• Provide on-site supervision including providing positive feedback and constructive critique to improve customer service and task skills. Maintain detailed records of feedback about each Community Assistant to be used in the rehire process. Share this information with RD and/or the Graduate Assistant for Community Desks (GACD) as needed.
• The GACD is responsible for hiring, training, scheduling and evaluating all Community Assistant staff. The Assistant Resident Director will work in cooperation with the GACD to address any concerns at the desk and provide feedback to the GACD for Community Assistant evaluations.
• Maintain regular contact with Community Assistant staff at assigned desk.
• Communicate regularly with the Resident Director and the GACD regarding the operation of the front desk, sharing any concerns or other important information.

D. **Residence Hall Administration:** Assistant Resident Directors are expected to assist in the smooth operation of the residence hall in a manner consistent with the administrative needs of University Housing. Expectations of ARD may include:
• Being available for extended workdays, weekend responsibilities, and emergencies.
• Assist with opening and closing the residence hall each semester.
• Assist the Resident Director, as available, with fire and tornado drills each semester.
• Act as a liaison with maintenance, housekeeping, and other facility personnel by reporting needed repairs, damages and improvements on a daily basis.
• Check mail and other correspondences on a daily basis in the Residence Education office.
• Submit a weekly report to his/her supervisor.
• Assist the Resident Director in managing the hall budgets as assigned. This includes following all procedures and policies related to handling of the building budgets. These policies and procedures are outlined in the Financial Procedures Manual.
• Maintain residence hall files and ensure the availability of needed forms/paperwork for the residence hall office.
• Assist with scheduled University Open Houses and prospective student tours as needed.
• Assist University Housing with staff recruitment and interviewing needs.

E. **Discipline and Student Conduct:** By accepting employment with Georgia Southern, the Assistant Resident Director has accepted the responsibility to understand and support its regulations. The ARD serves as a role model and his/her behavior should convey an
image of responsibility and maturity in all situations. ARDs should assist students in their personal development and in learning to accept responsibility for their actions. This role is added to the ARDs position as appropriate types of cases occur. Specific job related responsibilities regarding discipline and student conduct code may include:

- Serving as a hearing officer in person or by phone for first offenses of violations of the student conduct code as they pertain to the hall.
- Fostering an environment that promotes consideration and respect for and from others.
- Ensuring all residents are aware of all rules, regulations, policies and procedures.
- Monitoring and documenting all behavioral infractions.
- Regularly informing supervisor on all judicial matters.
- Reporting all damage and acts of vandalism accordingly to the Resident Director, Assistant Director, University Housing, and University Police.

**F. Miscellaneous**

- Attend staff meetings and one-on-one supervision and planning meetings with supervisor.
- Serve on departmental committees as needed.
- Assist with 3 scheduled University Open Houses each year and prospective student tours as needed.
- Assist University Housing with staff recruitment, interviewing, and training as needed.
- Attend workshops and training sessions as needed or required.
- Maintain a neat, organized, and clean work area.
- Perform other duties as assigned.

**2017 – 2018 APPLICATION PROCESS**

- Graduate Assistant Interview day will take place April 7, 2017.
- Preference will be given to candidates with any of the below qualifications:
  - Previous experience in University Housing / Residence Life
  - Previous experience managing large groups of employees
  - Enrolled in the Higher Education Master’s or Ph.D. program and
- As this position is very comprehensive, finalists for the Assistant Resident Director position will participate in a follow up interview so we may further evaluate your skills for this important leadership position in University Housing. The second interview may occur at the Graduate Assistant Interview day if we are able to schedule it within the candidate’s day or within a week of the interview day.

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