

Graduate Assistantship: Assistant Residence Director (ARD)
Office of Housing, Residential Living, and Dining
Indiana Campus

Job Description

The Assistant Residence Director (ARD) position is approximately a ten month (typically early July – end of May), live-in commitment graduate assistantship with an additional yearly training and orientation program lasting another 3-4 weeks within the Office of Housing, Residential Living, and Dining (OHRLD). There are also opportunities for summer responsibilities such as committee work and on-call responsibilities.

Supervised by a full-time Residence Director (RD), the ARD has responsibilities in the areas of: selection, supervision, evaluation, and training of Community Assistants (CAs) and student hourly employees (usually work-study students) in a community of 580-750 residents. ARDs provide educational opportunities and academic support for students through programming, living-learning community development, student conduct, and advisement of hall councils. Other responsibilities include involvement on Housing and Residential Living committees. The assistantship can be held for two consecutive years based on academic program and progress, job performance, and availability of positions. The successful candidates should expect to change community assignments for the second year. Due to the unique nature of a residence life assistantship, non-traditional work hours (evening and weekend commitments) should be expected. Our building characteristics differ, thus each position has some variation on all responsibilities listed, but all positions require a 30 hours per week commitment (20 hours a week are paid through a bi-weekly check and 10 hours a week as compensation for an apartment and meal plan.)

Specific Duties:

Supervision:

- Co-supervise and evaluate, 11-14 CAs, 1 Head CA, and 8-20 work-study students
- Plan and implement staff development programs; assist in on-going training of Community Assistants
- Assist in the selection, training, supervision, and evaluation student hourly/work-study employees
- Work with the RD on the selection and placement of CAs and Head CAs
- Conduct formal meetings on a regular basis with CAs

Administrative Responsibilities:

- Create an academic environment conducive to learning and scholarly pursuits
- Assume joint responsibility for the daily operation of a residential community
- Supervise the opening and closing of the residence hall at the beginning and end of each semester and assigned vacation periods in conjunction with the RD
- In concert with RD, prepare all requested reports, records, and evaluations promptly and accurately (including damage billing, annual reports, general staff evaluations)
- Maintain an accurate inventory of all equipment, furniture, and facilities within the residence hall
- Request repairs from the maintenance office and monitor progress of repairs
- Establish and maintain a close liaison relationship with custodial and maintenance staff working in the residence hall
- Establish procedures to issue residence hall equipment and ensure its proper return and storage
- Monitor the scheduling and use of hall facilities by university groups
- Monitor student payroll and programming/supply budgets as directed
- Maintain all required housing records and refer students as necessary to OHRLD for room changes

Advisement/Counseling:

- Guide student leaders in the development, planning, assessment & implementation of community programming
- Advise the building Residence Hall Council (RHC) in consultation with the RD
- Meet with the RHC executive members weekly
- Advise and counsel students with academic, discipline, and personal concerns
- Advise and educate students of University rules, regulations, and policies through informal resolution conferences (IRCs) and refer students to the judicial system as appropriate

Other Duties:

- In conjunction, with the Living-Learning Community CAs and Living-Learning Liaisons, work to promote and plan programs related to the living/learning communities and building themes.
- Participate in selection processes for professional staff
- Attend regular meetings with direct supervisor
- Attend Graduate/Professional training sessions
- Attend a variety of weekly staff meetings including Residence Life meetings, RHC meetings, CA staff meetings, supervision meetings, etc.
- Participate in departmental and university committees
- Beginning in the Spring semester of the first year of appointment, assume on-call responsibility for the on-campus residence halls/apartments(with approval of supervisor and Associate Director)
- During first semester of experience, serve as a judicial hearing officer (with approval of immediate supervisor and the Associate Director)
- Co-facilitate a 5-week CA Seminar – a training and staff selection tool (with approval of Associate Director, Assistant Director for Res. Life, and immediate supervisor)
- Other duties as assigned

Additional Opportunities:

- Employment during summer session I (job and/or committee assignment to be determined in spring semester, subject to department needs related to budget availability)
- Serve as advisor to one of the campus clubs/organizations as either presented or sought out.

Qualifications:

Candidates must be IUP students and preferably admitted to the Student Affairs in Higher Education Master's Degree program prior to acceptance of the position. Candidates must be interviewed and selected by the Office of Housing and Residence Life. In rare cases if SAHE graduate students are not available, candidates may be sought from other academic programs or from among outstanding undergraduate students who have served for an extended period of time as OHRLD staff. Preference will be extended to SAHE graduate students.

Compensation:

The ARD position is an intensive assistantship requiring a strong commitment from the successful candidate. ARDs receive a waiver of board for each academic year including summer, a stipend of \$5,800 per academic year (10 months), a stipend of \$350 for Professional Staff Training in July, a furnished apartment with local telephone, cable television and internet access provided, and a waiver of tuition (up to 42 credits). Meals will only be provided to ARDs during Fall and Spring Semesters and Summer Session 2 classes. ARDs may apply for a maximum of \$300.00 of professional development funds during their two-year appointment (subject to OHRLD travel budget availability). The total estimated cost to the University for this compensation package is \$19,000.00 annually for in-state graduate students and \$22,900.00 for out-of-state graduate student. All other University fees must be paid by the ARD. OHRLD recommends the ARD follow this credit schedule: Year 1: Summer 2, 6 crs.; Fall, 6 crs., Spring, 6-9 crs.; Year 2: Summers 1 & 2, 6-9 crs., Fall, 6-9 crs., Spring, 6-9 crs. **The contract is in effect beginning July through May.** ARDs will receive tuition waivers to attend classes beginning Year 1 of Summer Session 2 as they begin the assistantship. With a confirmed commitment to return to an OHRLD assistantship for a second year, ARDs will receive a tuition waiver for summer sessions 1 and 2. ARDs are asked to serve on department committees or project teams, regardless of summer employment assignment. ARDs are expected to attend staff meetings and training sessions during Summer Session 2 unless they directly conflict with an academic commitment.

Application Deadline:

This position involves a two-year commitment with employment beginning at the time of Summer Session II (for the first year) and extending for two full years, assuming satisfactory performance. Interviews will take place at visitation weekend.

For additional information contact:

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