

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

Job Description

The Assistant Residence Director (ARD) position is an eleventh month (typically early July – end of May), live-in commitment graduate assistantship within the Office of Housing, Residential Living, and Dining. The first month is comprised of training and orientation for the Graduate Assistant as well as working with a campus population via the Punxsutawney Summer Opportunity Program (PSOP). The positions are available on the Punxsutawney campus of IUP. There are also 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 200 residents consisting of two residence halls: the Living Center and the Fairman Centre. ARDs provide educational opportunities and academic support for students through programming, student conduct, and advisement of hall councils. Other responsibilities include: reporting maintenance concerns and housing assignment records; involvement on Housing and Residence Life committees; and other duties as assigned. The assistantship can be held for two consecutive years based on academic program and progress, job performance, and availability of positions. 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 pay for your apartment and meal plan).

Specific Duties:

Supervision:

- Co-supervise and evaluate 6 CAs, 1 Head CA, and 10-20 office workers
- 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 and maintain a close liaison relationship with the academic and culinary administrative staff
- Establish procedures to issue residence hall equipment and ensure its proper return and storage
- Monitor the scheduling of the 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 the RD for room changes
- Assume on-call responsibility for the residence halls (with approval of supervisor and Associate Director)

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:

- 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, Campus Administration Meeting with Dean of Students at Punxsutawney, etc.
- Participate in departmental and university committees
- After one 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, Residential Living, and Dining. 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 Summer Session 2 as they begin an OHRLD 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:

Ms. Malaika Turner
Assistant Director of Residence Life for Operations and Community Development
Office of Housing, Residential Living, and Dining, Ruddock Hall, Suite G-37, Indiana University of Pennsylvania
Indiana, PA 15705
724/357-2696 mmturn@iup.edu