

Office of Student Life, Residence Life

Assistant Resident Director

June 2020 – May 2022

Office of Student Life Background

Student Life is home to Residence Life, Housing and Occupancy Management, Commuter Resources, SAIL (Student Activities, Involvement and Leadership), Study Abroad, Health Services and Mental Health Services. As part of the Student Affairs umbrella, there is regular cross-department partnerships with Student Engagement, Student Development as well as Student Conduct.



Residence Life at Point Park

Point Park University has a live-on population of approximately 1,000 students with about a fifty-fifty split between freshmen and upperclassmen students. We believe the most effective way to provide support and relevant programming for our residential students is to house them according to their class year/age.

Our freshmen are housed in traditional dormitories in Lawrence and Thayer Halls, the sophomores are primarily housed in suite-style housing in Pioneer and Conestoga Halls, and juniors and seniors live in our Boulevard Apartments.

Our student staff are called Resident Educators (REs) and they assist in the implementation of the Programming Models created by the Resident Director for their specific population. REs also have a major role in mediating roommate conflicts, meeting with students who submit a Room Change Request and serve in an on-call rotation.

ARD Description

The primary function of an ARD is to assist in the day to day responsibilities of the Resident Director and co-supervise the REs during their 20 office hours per week. Particular emphasis will be placed on assisting in administering the training and supervision of the REs, implementing the programming model, and managing issues and concerns that arise within their specified residential population.

The ARD role is contingent with enrollment in a Student Affairs or Higher Education Management Program and satisfactory performance in the ARD role.

Other Duties will include, but are not limited to:

- Serve in the duty rotation with other Administrators on Duty (AODs), responding to calls and remaining within 10 (walking) minutes of the University when on call.
- Be available for all programs related to the residence halls, including but not limited to, Move-In/ Move-Out, Health & Safety Inspections, Welcome Week, and Orientation
- Participates in staff meetings, Housing selection, RE Training (August and January), and other Residence Life specific duties.
- Participate in large-scale, campus-wide Student Affairs events and initiatives (i.e. Commencement, etc)
- Serve as part of the Student Life emergency/crisis team and its attendant protocol

Remuneration

- ARDs will receive \$2,000 in flex dollars per semester for the duration of their role in the Office of Student Life
- ARDs will earn \$15 per hour for a semester average of 20hrs per week (peak hours occur in August and April)
- ARD will share an apartment with their fellow ARD. Apartment has private bedroom and a private bathroom for both ARDs. The apartment has a shared full kitchen and dining room. The kitchen includes a large refrigerator, oven and dishwasher. Shared laundry facilities are available on the floor.

Interested candidates should send a resume and cover letter to Amanda Anderson at aanderson@pointpark.edu