

Residence Life Student Staff Position Description

Position Title: Assistant Residence Director – Apartments

Department: Residence Life

Reports To: Apartment Residence Director



RESIDENCE LIFE

Position Summary: Assistant Residence Director (ARD) assists their Apartment Residence Director (RD) by providing leadership to the resident assistant team, promoting the spiritual, educational, social, cultural, and emotional development of students and staff members and through completing special projects for their Apartment RD.

Education Requirements: Have and keep a 2.5 cumulative grade point average. In addition, the ARD must be in good standing with the Messiah University including being free of academic, disciplinary and chapel probation.

Experience Requirements: One year minimum of positively evaluated experience as a Resident Assistant at Messiah University.

Skills, Characteristics Required for Position:

- Demonstrate skills and characteristics necessary for a Resident Assistant. See RA job description for details. Lead in attitude through a cooperative and respectful spirit.
- Provide necessary support to the Apartment RD and Assistant Director of Upper-Class Experience.
- Maintain confidentiality regarding students, disciplinary issues, and/or fellow staff members' job performance.
- Embody strong organizational and interpersonal skills as evidenced through your application and the recommendation of your previous Residence Director(s).
- Demonstrate a mature commitment and understanding to the mission of Residence Life at Messiah University.
- Uphold Messiah University policies and adhere to all state and federal laws.
- Demonstrate a positive and supportive attitude toward the Office of Residence Life, Messiah University, and student Residence Life positions, including your RA team and RD.

Special Working Conditions:

- The ARD role is (on average) a 20 hour per week position. No other on-campus paid positions can be pursued. In order to ensure sufficient presence and care, any other non-academic commitments must first be approved by your RD.
- Return to campus approximately 14 days before the Fall Semester begin. Attend ARD Training the day before SRA training begins.
- Assist with the opening and closing of residence halls and houses, including staying until halls close for the semester, and returning early for training in January.

Primary Duties:

Residence Life Duties:

1. Provide leadership to the resident assistant team and apartment residents:
 - a. Complete responsibilities and expectations of the Resident Assistant position. See RA position description for details.
 - b. Give administrative leadership to tasks and procedures as assigned by the Residence Director. (i.e. check-in, check-out, t-shirts (if applicable), staff retreat planning, RA professional development)
 - c. Schedule staff clock and walk for Resident Assistants on your staff each semester. Work with the RD to hold RAs accountable.
 - d. Serves as the Residence Director's representative in his/her absence.
 - e. Maintain 5 regularly scheduled office hours per week. These hours should be submitted to your RD prior to the first day of classes for each semester. Work on building-related tasks during these hours (reference the SRA Office Hours Tasks list for further ideas as needed). A minimum of 30 minutes should be spent with your RD each week to specifically discuss staff-related responsibilities during office hours.

- f. Take leadership of portions of RA training, staff meetings, staff development, staff hospitality, building-wide programs, and 1:1s as designated by your RD. This may include assisting your RD in drafting agendas and facilitating portions of team meetings.
 - g. Provide leadership alongside the Director of Housing for the Sneak Peak event showcasing residence hall rooms (North and South Complexes & Apartments) prior to housing sign-up.
 - h. Create a monthly apartment newsletter that highlights events, success tips (stress, sleep, etc.), upcoming events, and various support areas on campus, including contact information. This newsletter will go in each apartment.
 - i. Develop appropriate intentional relationships with all building staff members. Meet with each RA in a 2:1 or 1:1 capacity once per month. The schedule of who they are meeting with each week should be submitted to the RD at the beginning of each semester.
 - j. Serve as a resource person to other Resident Assistants and to your Residence Director. Be in conversation with your RD of themes you are observing/hearing from your RA team and residents. Initiate ideas/ solutions alongside your RD to remedy needs/concerns.
 - k. Be responsible for maintaining the laundry room bulletin board(s), utilizing this space for educational / how-to content, community engagement, and helpful resources. Update at least two times per semester.
 - l. Maintain shared oversight of the RA Resource Room (in Grantham) as an ARD team.
 - m. In conjunction with the SIH ARD, with the help of SRAs, plan and coordinate at least one informal gathering for the entire RA staff. The dates for the semester's gatherings should be sent to the Director of Residence Life to share with the entire RA team by the third week of the semester for gatherings planned that semester.
2. Role model a commitment to Messiah University standards, healthy relationships, and respect for others.
 3. Promote an environment of inclusivity with specific attention given to connecting with students in need and students from under-represented backgrounds.
 4. Maintain consistent communication: check mailbox every other day, respond to emails within 48 hours.
 5. Promote self-care through maintaining mental, spiritual, and emotional health and encouraging other RAs to do likewise.
 6. Consistently and promptly attend meetings (1:1s, staff times, staff retreat, training).
 7. Complete administrative duties including logs and budgeting, apartment sign-ups, opening and closing residences, paperwork and assessment.
 8. Fulfill all expectations related to the Experiential Learning Initiative (ELI).

Secondary Duties:

1. Encourage student involvement in campus wide organizations, activities, and offices.
2. As a CSA (Campus Security Authority) you have the "duty to report" instances where someone is considering or planning to cause harm to himself/herself or others. This includes suicidal thoughts. This is also includes any reports of sexual assault or abuse, assault, harassment of any kind and any other violations of Title IX antidiscrimination act.
3. Assist the Campus Events and Building and Property Services staff in identifying facilities in need of repair or special custodial attention.
4. Other duties as assigned.