

## Residence Life Student Staff Position Description

Position Title: Assistant Residence Director – Special Interest Houses & Special Projects

Department: Residence Life

Reports To: Assistant Director of Residence Life - Upper Class Experience



RESIDENCE LIFE

**Position Summary:** Assistant Residence Director (ARD) assists the Assistant Director of Residence Life - Upper Class Experience by providing leadership for all Special Interest Houses, promoting the spiritual, educational, social, cultural, and emotional development of students and assists in completing special projects for the Residence Life & Housing Office.

**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 Assistant Director of Residence Life - Upper Class Experience, the Director of Housing, the Residence Life Department and Messiah University collectively.
- 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 Life Educator(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 RLE.

### 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 RLE.
- Return to campus approximately 14 days before the Fall Semester begin. Attend ARD Training the day before RA 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 Spring Semester.
- Gender is considered a Bona Fide Occupational Qualification as housing is assigned by gender and RA's are hired to support the needs of gender specific residence halls, apartments and special interest housing.

### **Primary Duties:**

#### Residence Life Duties:

1. Oversee the special interest house program on campus. This includes but is not limited to: coordinating the recruitment and application process, working closely with the RA of the special interest houses, communicating regularly with the residents of the houses, facilitating the check-in and check-out process, ensuring that students are fulfilling special interest house living requirements, and collecting and compiling assessment data.
  - a. Intentionally Connect with Special Interest House residents, staff, and advisors: learn names, stories, support their activities, etc.
  - b. Proactively respond to issues (relational, safety, cleanliness, maintenance, code of conduct violations) in Special Interest Houses and across campus.

- c. Visit each house at least once per semester
  - d. Host an SIH-wide program.
  - e. Ask house leaders about their regular meetings and provide guidance as needed.
  - f. Aid as a resource person to the Special Interest Houses Resident Assistant, meeting at least twice a month for a one on one.
  - g. Assist with study abroad recommendations for Special Interest House residents.
  - h. Commit to being a consistent presence in Special Interest Houses and at Special Interest House and Upper Class events. Promote and encouraged attendance by UCE students.
  - i. Take leadership for portions of staff development at RA staff meetings, as well as the recruitment process for the Special Interest Houses.
2. In conjunction with the Apartment ARDs, with the help of SRAs, plan and coordinate at least one informal gathering for the entire RA staff. The dates for the each 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.
  3. Maintain shared oversight of the RA Resource Room (in Grantham) as an ARD team.
  4. Role model a commitment to Messiah University standards, healthy relationships, and respect for others.
  5. Promote an environment of inclusivity with specific attention given to connecting with students in need and students from under-represented backgrounds.
  6. Maintain consistent communication: check mailbox every other day, respond to emails within 48 hours.
  7. Promote self-care through maintaining mental, spiritual, and emotional health and encouraging other RAs to do likewise.
  8. Consistently and promptly attend meetings (1:1s, staff times, staff retreat, training).
  9. Complete administrative duties including logs and budgeting, housing applications, advertising, and recruiting, assessment, and website updates.
  10. Fulfill all expectations related to the Experiential Learning Initiative (ELI).

#### Special Project Duties:

11. Provide administrative assistance to tasks and procedures as assigned by the Director of Housing and Director of Residence Life regarding trainings, evaluations, RA hiring, move-in, housing sign-ups and changes, renovations, and checkouts.
  - a. Assist the Director of Housing organize and communicate the check-out process for Christmas break, Spring break and year end.
  - b. Assist the Director of Housing organize the early arrival process for January early arrivals.
  - c. Assist the Director of Housing Organize and communicate the summer housing process.
  - d. Assist with coordinating meals for RAs when Dining Services is closed.
  - e. Organize the RA Christmas Karaoke.
12. Maintain 7-10 regularly scheduled office hours per week in the Residence Life & Housing Office.
  - a. Within office hours – act as a liaison between the houses and services, manage social media accounts and email account, create a monthly newsletter for the houses, send out informative emails to the houses as needed, regulate and oversee the application process, collecting and processing pre-application and post-reflections for house events
13. Other duties as assigned by the Director of Housing, Director of Residence Life, and/or the Assistant Director of Residence Life - Upper Class Experience.

#### **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.