



**Division of Student Affairs ~ Residential Life**  
**ASSISTANT RESIDENCE HALL DIRECTOR FOR RESIDENTIAL COMMUNITIES –2017-2018**

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**POSITION SUMMARY**

This assistantship is designed to provide the HESA student dynamic exposure to the operation and development of a vibrant residential community. Reporting directly to a Hall Director, the Assistant Residence Hall Director is a key person in promoting the growth of student staff through hiring, training, supervision, and development. Other major areas of responsibility may include: individual student and community development, administrative and managerial responsibilities, facilities management, learning community support, and professional development. The Assistant Residence Hall Director plays a proactive role in student learning outside of the classroom through planned programs and on-going individual and group interaction.

**RESPONSIBILITIES**

**I. ASSIST WITH STAFF SELECTION, SUPERVISION AND DEVELOPMENT: Promote overall growth and development of the paraprofessional staff.**

- A. Recruit and select candidates for paraprofessional staff positions.
- B. Assist with and participate in pre-service and in-service training for paraprofessional staff.
- C. Maintain ongoing relationships with paraprofessional staff to assess individual needs and team effectiveness.
- D. Provide ongoing individual and group supervision for paraprofessional staff.
- E. Consult with direct supervisor regarding staff development.
- F. Select, train, supervise, and evaluate paraprofessional staff.

**II. CONTRIBUTE TO STUDENT DEVELOPMENT: Empower students to enhance their interpersonal skills and learn to manage conflict within the community.**

- A. Assess and advocate for student needs.
- B. Facilitate on-going student development.
- C. Coordinate and supervise programs in the residential community.
- D. In the second year, ARHDs may serve as a Student Conduct Officer
- E. Confront and discuss behavioral issues with residents and identify appropriate behavioral changes.
- F. Assist with or handle crisis intervention and mediations as necessary.
- G. Understand and explain the “On-Campus Housing Contract,” procedures, and behavioral expectations to residents.

**III. COMMUNITY DEVELOPMENT: Facilitate the creation of a shared living environment by assisting the Resident Assistant staff and their residents to learn and grow as individuals and as part of the larger community.**

- A. Consult with and advise residents on social, educational, and academic issues; initiate appropriate referrals and follow-up.
- B. Advise or assist with advising area Residence Hall Association.
- C. Participate in planning inclusive activities and programs to foster community development.
- D. Assist in the planning and implementation of training for student leaders.
- E. Support programming and advising needs of special interest areas as directed.
- F. Perform rounds within the building regularly to interact with students and staff.

**IV. ADMINISTRATIVE AND MANAGERIAL: Provide support and collaboration to ensure the effective oversight of the residential community.**

- A. Prepare correspondence and reports while maintaining appropriate records as required or requested.
- B. Assist with the opening and closing of the residential communities.
- C. In conjunction with your supervisor, you will schedule 20 hours per week where you will be required to complete all of the responsibilities related to your job. i.e.: Staff 1-1’s, Staff Meetings, Conduct, Administrative Tasks, and other duties as assigned.
- D. Understand and explain relevant Dining Services, maintenance and custodial procedures, policies, and practices to residents.
- E. Be available for residents and departmental staff.
- F. Perform other responsibilities as assigned.

**V. FACILITIES MANAGEMENT: Partner with Facilities Staff to ensure a safe environment conducive to interpersonal, social, and academic pursuits.**

- A. In consultation with your supervisor, you may be required to meet regularly with building housekeeping and maintenance staff to foster a team approach.
- B. Assist with building walk-throughs to assess the state of the facilities and make recommendations for change.
- C. Assist with monitoring vandalism and educate residents about its impact on the community.
- D. Promote environmental awareness and wellness through educational programs and initiatives.
- E. Assist with efforts to examine and assure student safety and security including fire safety, emergency response, and health and safety inspections.

**VI. PROFESSIONAL DEVELOPMENT: Participate in activities that will enhance one's skills and preparation toward future goals.**

In consultation with your supervisor, attend meetings and participate in workshops held by the Department of Residential Life and the Division of Student Affairs: Departmental Committees, Professional Development Friday's, Area Meetings. Maintain cooperative relationships with the members of the Division of Student Affairs, University Police, and other administrative and academic departments.

**ACADEMIC AND EXPERIENTIAL QUALIFICATIONS**

- A. Enrollment in the HESA Graduate Program as a full-time, degree-seeking student at the Storrs campus at the time of employment.
- B. Promotes the development of a civil, welcoming, just and diverse residential community.
- C. The position requires good judgment, energy, commitment, compassion, self-discipline, sensitivity to racial and cultural diversity, and common sense. The position also requires a positive attitude towards the Assistant Residence Hall Director's responsibilities and the goals and mission of the Department of Residential Life.
- D. Applicants must be available for employment for both semesters of the academic year (or full contract period noted in the appointment letter).

**TERMS AND CONDITIONS OF EMPLOYMENT**

- A. Must remain enrolled in the HESA Graduate Program as a full-time, degree-seeking student on the Storrs campus during the time of employment. Course load may not exceed eleven (11) academic credits per semester without prior approval from the Associate Director of Residence Education or designee.
- B. Must remain in good academic standing with the Graduate School throughout the term of employment.
- C. A request for a second one-year contract may be granted based on job performance, departmental needs, progress in the degree program, and the continued availability of funds. The maximum number of contracts for this position is two if the aforementioned conditions are met.
- D. Must be available for the stipulated contract period as outlined in the appointment letter.
- E. Must be available for twenty (20) hours Sunday through Saturday. It is understood that depending on the nature of the Assistant Residence Hall Director's responsibilities, the twenty (20) hours may be split among days, evenings, and weekends. Other evening and weekend duties will be required.
- F. Additional assistantship requests will not be permitted.
- G. Nonacademic, outside employment must be pre-approved by the ARHD Program Coordinator and be in consultation with your supervisor.

**COMPENSATION**

- A. Position is a 9-month, 60% (percent employed) graduate assistantship.
- B. Tuition waiver.
- C. Housing is provided.
- D. Summer housing (specific location based on departmental priorities) may be provided for staff returning to the position for a second contracted year
- E. Free internet connection, local telephone service, utilities, and expanded basic cable television are included.

At the University of Connecticut, our commitment to excellence is complemented by our commitment to building a culturally diverse community. We actively encourage women, people with disabilities, and members of minority groups to apply.