Assistant Resident Director
Position Description

Hiring Department: Department of Residence Life
Supervisor: Full-Time Resident Director
Position Title: Assistant Resident Director
Position Time: 18 hours/week, 10-Months (Mid-July 2016 through Mid-May 2017)
Compensation: $11,500 (annual stipend – paid over 10 months)
Tuition waiver for 9 graduate credit hours per semester of employment

Position and Department Summary

The Assistant Resident Director assists in creating living environments that encourage student and community development in the spirit of Loyola University Chicago’s Jesuit Heritage. Assistant Resident Directors are expected to incorporate the principles of Ignatian education with special emphasis on the development of the whole person – in mind, body, and spirit. The Department of Residence Life provides housing and related services to 4,500 students residing in one of twenty residence hall and apartment style facilities. The Assistant Resident Director is considered and will be treated as a professional-in-training in the Department of Residence Life and in the Division of Student Development.

The Assistant Resident Director position is designed to offer intentional development of the graduate professional during their term at Loyola University Chicago and to prepare graduate students as emerging professionals. Various levels of experience, authority, and responsibility will be extended to each graduate staff member based on the individual’s ability to demonstrate skill sets that are necessary for advanced experiences. Therefore, the Assistant Resident Director hired for the position should be prepared to expect low-levels to high-levels of decision making and authority during their term with the department. The ARD’s success is contingent upon their ability to adapt to change, be receptive to new challenges, and demonstrate cooperative working relationships with colleagues and supervisors. Therefore, the following outcomes will be the department’s primary focus when working with graduate students.

Goals and Objectives of the Assistant Resident Director (ARD) Position

- To prepare the ARD for an entry-level, full-time position in Student Affairs
- To understand, refine, and apply new skills and competencies that are essential for the success of a new professional
- To increase skills and confidence around making well-informed, ethical decisions in areas of student staff supervision, advising, administration, and crisis intervention
- To understand the values of Jesuit education and develop strategies to provide a holistic approach to the well-being of students
- To develop critical thinking skills and awareness of the resources offered to student staff and residential students
- To understand and apply student development theory as it relates to practice with individuals and groups of students

Essential Duties and Responsibilities

- Demonstrate an understanding of and appreciation for the Jesuit mission and the values of Loyola University Chicago, including a commitment to social justice and inclusion
- When applicable, assist the Resident Director with supervision, training and evaluation of paraprofessional staff members in assigned residence hall(s)
- Assist in advising the hall/area council as a part of the Residence Hall Association
- Participate in the departmental 24/7 on-call duty and emergency response system for campus community of 4,500 residential students
- Assist the Resident Director with the maintenance of residence halls in cooperation with the Facilities Department
- Provide support, assistance and referrals to resident students regarding academic, housing, personal or other concerns
• Assist in the oversight and implementation of programming and education in the residence halls, including work with learning communities when applicable
• Maintain a weekly work schedule of 20 hours/week, including periodic weekend and evening commitments
• Assist the Resident Director with administrative functions for day-to-day operation of the assigned residence hall/area
• Provide conflict mediation, crisis intervention and appropriate follow-up for students in the residential community
• Serve on departmental committee(s)
• Other duties as assigned by the departmental leadership team

Qualifications

Required
• Bachelor’s degree
• Enrollment as a student in a graduate program at Loyola University Chicago during the period of employment
• Willingness/ability to maintain residence in the on-campus apartment/suite that is provided as part of employment
• Demonstrated leadership ability and ability to work effectively with staff, faculty, and students in student affairs/higher education setting
• Ability and willingness to reside in the assigned residence hall community (furnished apartment or suite)

Prefered
• Enrollment as a student in the School of Education’s Higher Education program
• General knowledge and/or prior experience as a leader in a residential setting

Specific Duties and Responsibilities

Time Commitment
• The Assistant Resident Director position demands considerable time and attention. The average work week is 20 hours, with additional hours required during peak times (i.e. opening, closing, etc.)
• It is expected that, with the exception of academics, this position will hold top priority in the student’s weekly schedule
• Time-Away requests must be submitted to the immediate supervisor for review and approval
• The assistantship covers 18-credit hours per academic year; typically 9-unit hours each are used per Fall and Spring Term. Any other requests outside of this expectation must be approved by the departmental leadership team

Staff Training, Supervision, and Development
• When applicable, assist the Resident Director with the supervision of 6-17 Resident Assistants and 12-18 Desk Receptionists.
• Assist the Resident Director in coordinating and facilitating training for student staff during training periods and on an on-going basis
• Assist the Resident Director with the planning and implementation of staff meetings, staff development activities and one on one meetings.
• Create a supportive environment that promotes the professional/personal development of student staff members

Student Conduct
• Work with the Resident Director and other University staff to ensure proper administration of the Department of Residence Life and University policies and procedures
• Serve as a student conduct hearing officer for low to mid-level conduct cases in the residence halls

Duty Responsibilities
• Serve in a 24-hour duty rotation system and while on duty, serve as a resource to all other duty staff on-campus. Being on duty requires the Assistant Resident Director to be on campus or within 15 minutes of campus. On duty staff will carry a duty cell phone and respond to all calls.
• Respond to all emergency and crisis calls and assist hall staff in managing these situations
• Maintain communication with leadership staff to keep them informed of emergencies and crisis situations
• Provide appropriate support and follow-up for students and staff involved in crisis or emergency situations
**Administrative**
- Assist in management of the day to day operations of a housing community ranging from 200-600 residents
- Maintain a work schedule/office hours that are designed to provide maximum accessibility and involvement with students and staff. The ARD should expect to work some evening hours.
- Demonstrate effective communication, planning, and organizational skills as they relate to job responsibilities
- Attend meetings as scheduled by the Resident Director of the area and/or the Department
- Maintain an awareness of and attention to the facilities needs of the residence halls
- Assist in the performance of administrative tasks associated with departmental processes and hall operations (e.g. hall closing/opening, health and safety checks, room reassignment processes, key management, etc.)

**Student Development Functions**
- Incorporate theory and coursework knowledge into daily practices and decision-making
- Assist the Resident Director in providing referral and counseling needs, conflict mediation, crisis intervention and appropriate follow-up to students
- Develop collaborative relationships with the Wellness Team (including Campus Ministry and Wellness Center Staff) through regular meetings and on-going communication
- Serve as a referral agent to other departments including the Wellness Center, Campus Ministry, Dean of Students, Office of Student Conduct and Conflict Resolution, Academic Advising, Office of Student Diversity and Multicultural Affairs, Student Leadership and other University related services

**Department and Division Duties**
- Participate in and attend regular Resident Director/Assistant Resident Director Meetings and Senior Staff Meetings
- Attend all training sessions as scheduled by the Resident Directors, the Associate/Assistant Directors of Residence Life or Director of Residence Life
- Participate in departmental committees established by the Department of Residence Life
- Attend and assist with initiatives sponsored by the department and/or the Division of Student Development

**Programming and Community Engagement**
- Serve as an advisor to hall/area council
- Assist the Resident Director with the implementation of community engagement plans, including the programming model
- Support and attend programs, meetings, and activities offered by staff and hall/area council
- Serve as a programming resource for staff and students

**Mission Related Responsibilities**
- Foster an atmosphere in the residence halls that supports the departmental, division and University missions
- Promote *transformative education* for students in support of Division and University goals
- Promote social justice through daily practices as well as through programming initiatives and community building
- Develop and promote a community that is culturally inclusive and embodies the departmental diversity statement

*As expressed in the Loyola University Chicago Department of Residence Life’s Diversity Statement, we are dedicated to recruiting, hiring, selecting, promoting, and retaining a competent and diverse staff that reflects the cultural and personal diversity of the Loyola and greater Chicago community. Our commitment to these principles is an integral part of our purpose, values, and daily activities.*