Position Title
Assistant Residence Director

General Description
The Assistant Residence Director works as part of the Residence Life Team in service to students. Residence Life works to foster a residential environment that fulfills the goals and vision of the Office of Residence Life Mission Statement: To create safe and inclusive learning communities that support, challenge, and inspire all students to be ethical leaders and citizens in a diverse society. Additionally, the Assistant Residence Director supports the Residence Life Pillars: Connections, Diversity & Social Justice, Learning, Leadership Development and Professional Development. Assistant Residence Directors are live-in staff members who provide a holistic approach to working with students and guests in a variety of areas in their lives including personal and academic concerns. The Assistant Residence Director position will be an integral role in residence life initiatives to continue moving the department forward in line with CSU, Division of Student Affairs, Housing & Dining Services and Residence Life strategic goals. The Assistant Residence Director works in collaboration with and under the supervision of a full-time, Master’s-level Residence Director.

Primary Responsibilities
A. Supervision - The Assistant Residence Director will:
   1. Select, train, supervise, and evaluate the student staff such as Community Desk Managers (CDMs) and Staff Members (CDSMs), Inclusive Community Assistants (ICAs), and Resident Assistants (RAs).
   2. Supervise student staff in the planning, implementation, and evaluation of their community development and policy enforcement.
   3. Provide guidance and support to student staff through consistent and individual contact meetings.
   4. Provide feedback to student staff concerning community development through attendance and observation of programs and student outreach.

B. Administration - The Assistant Residence Director will:
   1. Assume shared responsibility for the administration of the residence hall.
   2. Facilitate the development, implementation, and evaluation of policies within the hall through involvement at both hall and system-wide levels.
   3. Perform on-call duty as designated.
   4. Help prepare a Transition Report, following the guidelines provided, in order to ensure consistency during staff turnover from year-to-year.
   5. Be available to students on a regular basis via office hours.
C. **Student Conduct** – The Assistant Residence Director will work with staff and students to establish and affirm standards of conduct appropriate to communal living and support of the academic and residence life missions.

1. Investigate, conduct hearings, determine responsibility and sanctions, and write follow-up letters honoring the due process rights of students.

2. Track discipline in the hall.

D. **Leadership Development** – The Assistant Residence Director will either advise the Hall Council and other leadership groups within the hall, or coordinate and supervise student staff in their leadership development areas of emphasis.

E. **Community Development and Residential Learning Communities** - The Assistant Residence Director will provide leadership, supervision, and support for the implementation of the Community Development model, working with the Residential Learning Community advisors and other community development initiatives.

F. **Resource to Students** - The Assistant Residence Director will develop individual relationships with students and serve as an advisor and counselor for academic, transition, and/or personal concerns.

G. **Liaison to the Department of Housing and Dining Services and the University Community** - The Assistant Residence Director will establish positive working relationships with other residence hall and departmental staff and university service staffs. Serve on a Residence Life committee.

H. **Professional and Personal Development** - The Assistant Residence Director will take responsibility for ongoing growth in all parts of the position.

**Minimum Qualifications**

- Must be a full-time graduate student currently enrolled at Colorado State University
- Excellent communication skills (oral and written)
- Ability to work well within a team atmosphere
- Demonstrated commitment to diversity, social justice, and inclusion

**Preferred Experiences**

- SAHE graduate student
- Residence Hall experience (RA, residence hall leader, etc)
- Supervision experience
- Effective community development and programming experience
- Crisis management experience

**Selections Procedure**

Individuals will be chosen following regular graduate assistantship placement, based on SAHE selection process. Applications should be submitted by the SAHE application deadline. Any positions not filled by SAHE students will be open to students in other graduate programs.

**Terms of Employment and Remuneration**

The assistantship is a 25-hour/week appointment that provides the student with tuition for the 2016-2017 academic year (full tuition regardless of the student's residency status), plus a monthly stipend. Students apply for and typically receive in-state residency for the second year of the program. The period of employment is from July 2016 through May 2017.
Additional Information:

**Time Commitment** - The Assistant Residence Director must be willing to commit a significant amount of time to the position. It is important that the Assistant Residence Director be available to staff and students. Some specific time requirements are evening meetings, weekend hall retreats, and special hall/campus events that require staff support. In addition to specific time requirements, part of the Assistant Residence Director’s time is spent “on call.” While the total amount of time devoted to the position varies with the individual, it is the intent of this office to be in full compliance with appropriate Fair Labor Standards. The Assistant Residence Director, along with the Residence Director, is responsible for ensuring duty coverage in the hall during both Fall and Spring Break weeks. **Please note: you cannot hold another job, opportunity, internship, etc that is more than 15 hours a week.**

**Time Off** - The Assistant Residence Director is expected to set aside an adequate amount of time to devote to their academic program and personal needs and interests. Schedules should be made to allow Assistant Residence Directors a minimum of one weekend off per month.

**Length of Contract** – The Assistant Residence Director is expected to work for a ten-month period beginning with the onset of fall orientation and training (early July) and ending four days after spring commencement (late May). Summer employment opportunities may be available. Assistant Residence Directors may not accept additional employment without prior approval.

**Academic Load** – Assistant Residence Directors are expected to balance their academic, assistantship, and personal commitments appropriately. They must have supervisor approval to enroll in more than 13 credit hours each semester. Assistant Residence Directors must maintain a 3.0 cumulative grade point average (GPA). If an Assistant Residence Director’s semester/term GPA falls below a 3.0, they will have one probationary semester to meet the minimum requirements. If an Assistant Residence Director’s cumulative or term GPA falls below 3.0 for two consecutive semesters, they will be released from their position.

**Apartment & Meals** - For the employment period, an apartment and meal plan is provided.

**Additional benefits** - The Assistant Residence Director may have one adult (a spouse or adult guest) and any children or legal dependents living in their apartment during the employment period, as approved by the Director of Residence Life. A background check may be required prior to the approval of any spouse or adult guest residing in the residence halls, at the Director’s discretion. In addition, an “Any 14” meal plan will be provided for the spouse or adult guest. Meal plans will only be provided to adult guests who are related to the occupant or who have a domestic partnership with the occupant. Children ages one through five receive board at no cost; children ages six through twelve will receive a one-third reduction in the cost of board.

**Office Location**
In assigned residence hall

**Supervisor/ Contact Information**
Supervisor is one of the Residence Directors.
Contact Information: Chris McKenzie Willenbrock, Chris.Willenbrock@colostate.edu

**Website**
http://www.resliferecruitment.colostate.edu/