

**Housing and Dining Services
Office of Residence Life
Assistant Residence Director**

Position Title

Assistant Residence Director

General Description

The Assistant Residence Director, designed to be a two-year experience, is responsible for the implementation of the developmental and operational Student Development program within one residence hall or complex. The Student Development program is multifaceted and requires coordination of student staff, student leaders, and management staff to achieve the goals and objectives of the residence education program. The Assistant Residence Director, as an administrative official of the University and a member of the residence life staff, is expected to develop the skills required in the position and to integrate them with an understanding of student development theory and social awareness issues. In addition, the Assistant Residence Director must understand and accept the responsibilities that come with being a role model for students and staff. The Assistant Residence Director will act in partnership with the Residence Director in the coordination, supervision, and administration of the residence hall. The Assistant Residence Director's responsibilities will be carried out under the supervision of the Residence Director.

Primary Responsibilities

A. Supervision - The Assistant Residence Director will:

1. Select, train, supervise, and evaluate the student staff.
2. Supervise student staff in the planning, implementation, and evaluation of their programming efforts, community building, and policy enforcement.
3. Provide guidance and support to staff through consistent and individual contact meetings.
4. Provide feedback to staff concerning community development and programming efforts through attendance and observation of programs.

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 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 on the floors, working with the RLC 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.
- H. Professional and Personal Development - The Assistant Residence Director will take responsibility for ongoing growth in all parts of the position.

Desired Qualifications

- Must be a 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 and social justice

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 other graduate programs.

Terms of Employment & Remuneration

The assistantship is a 25 hour/week appointment that provides the student with tuition for the 2011-2012 academic year (full tuition regardless of the student's in-state or out-of-state residency status), plus a monthly stipend. Students typically apply for, and receive, in-state residency for the second year of the program. The period of employment is from mid-July 2011 through mid-May 2012.

Additional Information:

Time Commitment - The Assistant Residence Director must be willing to commit a significant portion 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, hall weekend 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 is responsible for ensuring duty coverage in the hall during both the Fall and Spring Break weeks, along with the Residence Director.

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 - A ten-month period beginning with the onset of fall orientation (middle of July) and training and ending four days after spring commencement. Summer employment may be available. Assistant Residence Directors may not accept additional employment without prior approval. Pay is distributed August – May, where the half month in July is paid out in May (also a half month of work).

Academic Load – Assistant Residence Directors:

1. Are expected to appropriately balance their academic, assistantship, and personal commitments. Assistant Residence Directors must have supervisor approval to enroll in more than 13 credit hours each semester.
2. Must maintain a 3.0 cumulative grade point average. Assistant Residence Directors whose semester/term grade point average falls below a 3.0 will have one probationary semester to meet the minimum requirements. Assistant Residence Directors who's cumulative or term GPA falls below 3.0 for two consecutive semesters will be released from their position.

Apartment & Meals - For the employment period, an apartment and "A" 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 the apartment during the employment period. In addition, a "B" 210 meal plan will be provided for the adult guest. Children from 1-5 receive board at no cost; children from 6-12 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: Teri Engelke, teri.engelke@colostate.edu

Website

www.housing.colostate.edu