



ANDERSON UNIVERSITY

Department of Student Life

Assistant Resident Director Job Description

Position Summary

The Assistant Resident Director is an integral part of the living-learning environment at Anderson University. Residence Life functions in four major categories: Community Shaper, Learning and Growth Facilitator, Peer Support, and Student Life Representative. The primary duty of the ARD is to assist and support the RD in fostering student learning and growth through creating a safe learning environment where all students know they are valued. This position has higher leadership and administrative expectations than the RA role and may be asked to assume some of the RD responsibilities in their absence.

Minimum Qualifications

- Must have a 2.5 cumulative GPA
- Have one year of student leadership experience
- Be a student in good standing free of academic, disciplinary, or chapel probation
- Must adhere to the standards outlined in the student code of conduct and possess commitment to academic discovery rooted through a Christian worldview

Duties and Responsibilities

- Creating an atmosphere in which residents respect their community, environment, and the physical building.
- Assist in the development of inclusive communities that foster academic achievement, personal development and multicultural awareness.
- Serve as a resource for information and a referral source for students.
- Assist the RD in creating and managing on-call schedule for Resident Adviser staff.
- Serve as a member of the on-call rotation team for their residence hall.
- Respond to student behavior that is inappropriate and/or in violation of campus and/or University Residences policies and procedures.
- Act as a mediator in conflict situations as needed (i.e. roommate conflicts, noise disruptions, floor disputes, etc.).
- The ARD is responsible for assisting with tasks related to effective building management including managing maintenance requests.
- It is the ARD's role to be a positive influence on staff and for all endeavors of the RD and University Residences.
- Serve as a resource and mentor to new student staff by sharing experiences, offering insight to handling community issues.
- Assist the RD in the training and ongoing professional development of the RA staff.
- Participate in and assist with the development and delivery of weekly staff meetings.
- Serve on the Impact Council
- Other administrative duties as assigned.



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Time Commitment

- The ARD role is a 15 hour/week role including staff meeting, on-duty, meeting with RD, and managing maintenance requests.
- ARDs return approximately 11 days prior to the start of Fall Semester for ARD/RA Training
- ARDs are expected to be present for check-in and check-out at the beginning and end of each semester and major breaks.
- ARDs are expected to attend major weekend events including Homecoming, Li'l Sibs Weekend, and Admitted Students Weekend.
- Time commitments outside of the RA role is restricted to 15 hours per week; this includes sports, clubs, organizations, social clubs, or other work.

Compensation

Traditional undergraduate residence halls and apartments are paid based on expected hours worked per week.

- Traditional Undergraduate - \$4,028.00
- Apartments - \$4,229.30