

ASSISTANT RESIDENT DIRECTOR PROGRAMMING JOB DESCRIPTION

POSITION DESCRIPTION

The Assistant Resident Director-Programming (ARDP) position is a 10-month live-in paraprofessional member of UCR's Department of Residential Life. The Assistant Resident Director (ARD) positions require individuals who have demonstrated maturity and ability to support and interpret Residential Life's mission and values. This position requires interpersonal skills including listening, written and oral communication. ARDs must have efficient problem-solving capability, administrative and organizational skills and ability to mentor and advise student staff. This position requires an understanding of the needs of diverse student populations including first-year, upper-division, and family housing residents. It is preferred that ARDs have had prior experience in coordinating educational and social programs and managing budgets but it is not required. ARDs must maintain a team-oriented attitude; have leadership ability and work to establish a positive liaison with professional and student staff. All ARDs must assist with departmental initiatives.

The ARDP assists with the academic, social, cultural, and personal program initiatives for the Residential Life program at UCR. Specifically, the ARDP works directly with Program Advisors for Community Experiences (PACE) to meet the programming needs of each community. The ARDP assists with the daily supervision of the PACEs by facilitating meetings and providing mentorship to each staff member. The ARDP assists the Assistant Director (AD) for Leadership and Engagement, when applicable, to conduct regular evaluations of each staff member and holds regular staff meetings to discuss problems and disseminate information.

The ARDP position is responsible for responding to changing needs and situations and requires maturity, integrity, flexibility, adaptability, enthusiasm, commitment, strong administrative skills, and a willingness to grow in all areas. The ARDP will coordinate and facilitate on-going communication and program development between student staff and professional staff as it relates to upcoming procedures and processes.

The ARDP, with their direct supervisor, formulates budgets for academic and program endeavors within housing. The ARDP will have the opportunity to attend conferences, including workshops and seminars to develop professional skills and training strategies as it relates to academic and programming. The ARDP is responsible for working a minimum of twenty (20) office hours per week, (15) office hours and averages approximately (5) hours per week for attending evening or weekend meetings and activities.

POSITION REQUIREMENTS

- Must pass a background check.
- Responsible for reading, understanding, and following all policies and practices contained in the Conditions of Employment and expectations by department and supervisor(s).
- Maintain an undergraduate cumulative GPA of 2.75 or graduate cumulative GPA of 3.0 throughout the academic year, a 2.0 quarterly GPA, as well as complete a minimum of 12 units (Undergraduate) 8 Units (Graduate). S/NC grades are limited and need approval from a supervisor. UCR grade history will be reviewed.
- Must be and remain a full-time registered student at UCR for the academic school year; must limit total class hours (including labs) to 18 units, unless approved by supervisor in advance.
- Must remain in good standing with Residential Life, Housing, Dining & Residential Services and Student Conduct and Academic Integrity Programs (SCAIP).
- Responsible for reading, understanding, and following all policies and practices contained in the Conditions of Employment and expectations by department and supervisor(s).
- Must be available and present in the residential community including evenings and weekends. Must inform supervisor of significant periods of time away (72 hours) from residential community.
- Must return early as scheduled before the beginning of each quarter and remain until after closing at the end of each quarter and at the end of the year until released by supervisor.
- May not hold any other employment or co-curricular position that exceed ten hours without prior approval from supervisor.
- Other employment, co-curricular positions, and extra-curricular activities may not interfere with fulfillment of job responsibilities. Must receive prior approval from professional staff supervisor.

