Position Title: Assistant Residence Director (ARD)
Division: Student Services
Department: Housing and Residence Life (Student Life)
Reports To: Director of Residence Life
Supervises: On-Campus Residents and Resident Advisors (RAs)
Status: Graduate Internship
Date: July 2015 – May 2016

SUMMARY OF POSITION:
The Assistant Residence Director (ARD) is a ten-month live-in graduate internship position requiring office 20 hours per week (additional hours may be required in the weeks preceding and following semester start/finish dates). The ARD will be engaged in assisting the Director of Residence Life in the planning, implementation, operation, and evaluation of a comprehensive student living community and student development program for approximately 500 resident students. As part of this internship, the ARD will collaborate primarily with resident advisors, a group of 12 under-graduate student employees.

The ARD is expected to be engaged and involved to shadow at the departmental and divisional levels. Such shadowing includes; serving on committees, working on special projects, and undertaking special assignments within the Division of Student Life. Possible areas of skill building involvement include but are not limited to; staff training and development, advising student clubs and organizations, student leadership development; academic and co-curricular initiatives; alcohol and drug education; orientation; and health and wellness.

ADDITIONAL INFORMATION: The Department of Residence Life at Dominican University of California is in the process of developing a more comprehensive residence life program for our students. Under the supervision of the Director of Residence Life (DRL), the ARD will be responsible for job duties and responsibilities as outlined in this form, but is also encouraged to share with the DRL any special interests which the Intern may wish to pursue. For example; interests in student conduct or student activities can be integrated into the duties and assignments. We are seeking individuals committed to serving students and who would like to explore the various aspects of student affairs in addition to residence life.
ESSENTIAL DUTIES AND RESPONSIBILITIES:

Student Development & Interaction

- Collaborate with the Director of Residence Life and other Student Life staff to assist with the implementation of student development programming that actively foster a sense of community and engagement within the residence halls.
- Collaborate with other departments within Student Life, as well as with academics, admissions, athletics, alumni and parent programs, and facilities on various projects and special University events such as; Welcome Week, Family Weekend, and Commencement, etc. to gain insight and educational development of practical experience.
- Assist in providing direction to programs designed to support the residence life experience and extra/co-curricular learning and development.
- Practice the skill of educating students about rights and responsibilities as related to residence life policies and procedures.
- Practice the skill of confronting students regarding inappropriate behavior and shadow the Director of Residence Life to transform student transgressions into “teachable moments” that foster student learning and maturation.
- Collaborate with the Director of Residence Life in sustaining the established Residence Hall Association.
- Assist in a mentor capacity to students with personal concerns (when appropriate) and make referrals to campus and community support agencies.
- Maintain office hours to facilitate student contact.

Leadership Development and Staff Management

- Assist the Director of Residence Life in the recruitment, selection, and training of the Resident Assistant (RA) staff.
- Aid in the supervision while shadowing the Director of Residence Life, in managing the RA staff in their regular duties and obligations, and a leadership role in helping these students develop their own unique skills as peer-leaders within the campus community.
- Advise and give directive, per the Director of Residence Life, to the RA staff in planning programs and activities.
- Assist in a mentor capacity to the RA staff in addressing problematic issues of concern or behavior within the residence hall community.
- Work closely with Director of Residence Life, Dean of Students, and Campus Security in addressing potential security concerns and in responding to security issues within the residence halls.
- Respond to maintenance and facilities problems as appropriate.
- Assist the Department of Residence Life with the opening and closing of the residence halls.
- Participate in campus wide on-call duty coverage.
**Student Rights and Responsibilities**

- Collaborate with the Director of Student Rights and Responsibilities with special projects including, but not limited to;
  - Assessment
  - Active Bystander intervention training
  - Conflict Management Seminars
  - Review and amend the Residential Code of Conduct
  - Co-Advising the Student Rights and Responsibilities Advisory Board

**Other Duties**

- Participate in departmental/divisional training and development activities as appropriate.
- Assist and collaborate with, on various projects as assigned with the Director of Student Activities and Leadership
- Serve on selected department and University committees to gain experience benefiting the educational experience.
- **Other duties as assigned.**

**Professional Competencies**

*Outlined by ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners (2015), the primary competency areas that the graduate intern will develop, include:*

- **Organizational and Human Resources (OHR)**
  Student affairs professionals bring personal strengths and grow as managers through challenging themselves to build new skills in the selection, supervision, motivation, and formal evaluation of staff; resolution of conflict; management of the politics of the organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology, crisis management, risk management and sustainable resources.

- **Student Learning and Development (SLD)**
  Addressing the concepts and principles of student development and learning theory. This includes the ability to apply theory to improve and inform student affairs and teaching practice.

- **Leadership (LEAD)**
  Leadership involves both the individual role of a leader and the leadership process of individuals working together to envision, plan, an affect change in organizations and respond to broad-based constituencies and issues. This can include working with students, student affairs colleagues, faculty, and community members.
SUPERVISION & MENTORING RECEIVED
The ARD reports to and is supervised by the Director of Residence Life. There is an expectation that the ARD will communicate regularly with the Director and will meet as needed to discuss department-specific issues. Decisions involving delegated areas should be communicated to and/or made in consultation with the Director of Residence Life. In addition, the ARD will work closely with members of the Student Life Staff and may be asked to partner with staff colleagues on other duties/assignments as needed.

REQUIRED QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty and responsibility. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s degree from accredited institution;
- Must be concurrently enrolled in a graduate degree program in Higher Education or similar field of study;
- 1 year of residence life and/or transferable student affairs experience preferred;
- The significant time demands of student teaching and school counseling internships are incompatible with the responsibilities of the ARD position. As such, students enrolled in academic programs with these or similarly time-intensive internship requirements are ineligible for consideration for the ARD position.

TIME COMMITMENT AND COMPENSATION
A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term, if return is desired. Intern will work M-F (some evening and/or weekends required) at a rate of $10.00 per hour for up to 780 hours for the contract period.

Additionally the following will be provided;
- Furnished single occupancy suite within a designated residence hall at Dominican University of California (July, 2016 – May, 2017);
- The equivalent of a 14 meal per-week meal plan;
- $350 professional development funding (with approval by the Director of Residence Life);

Please note all compensation is taxable.

CONTACT/HIRING MANAGER:
Loralie Young
Director of Residence Life
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415-497-5273
APPLICATION PROCEDURE:
Please visit https://myusf.usfca.edu/student-life/graduate-internships for details on how to apply. The priority application deadline is February 2016.

NON-DISCRIMINATION POLICY
Dominican University of California offers equal education and employment opportunity to all persons regardless of age, color, disability, ethnicity, gender, national origin, pregnancy, race, religion, sexual orientation, or veteran’s status. This policy is in consonance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Executive Order 11246, as amended; Section 504 of the Rehabilitation Act of 1973; the Pregnancy Discrimination Act of 1978; the Age Discrimination Act of 1975; and applicable laws of the State of California.

ABOUT DOMINICAN UNIVERSITY OF CALIFORNIA
Dominican University of California is an independent, international, learner-centered university of Catholic heritage, offering both undergraduate and graduate programs. The University, located 13 miles north of San Francisco’s Golden Gate Bridge in beautiful Marin County, is focused on excellence in liberal arts and professional education. As an institution of higher learning, the University seeks to attract an active, culturally and academically diverse faculty and staff of the highest caliber. Dominican has a 1:11 teacher-to-student ratio, an average class size of 15, with a small-town feeling in a park-like campus. We blend interdisciplinary core courses, real-world studies, and small classes with close and supportive academic advising and mentoring. For additional information, please visit www.dominican.edu.

ABOUT THE OFFICE OF HOUSING AND RESIDENCE LIFE
At Dominican, we believe that the on-campus living experience is an integral part of the total educational program of the University. Residence halls should be active and engaging learning areas where students will be introduced to new and different people, participate in new activities, and come to a new understanding of self and other. The mission of the University and the goals of the Office of Student Life guide the Office of Residence Life. The department strives to create a comfortable environment that promotes academic success and personal growth by providing facilities, programs and activities that meet the out-of-the-classroom needs of students and assisting them in fulfilling their personal and academic goals. Students are encouraged and are free to explore their own beliefs and values, while allowing others to do the same. Dominican University of California encourages and celebrates diversity.

The Residence Life Staff consists of the Director Residence Life and the Resident Advisors. The Director is a member of the Student Life Staff and serves as a resource to the Resident Advisors and students in general. The Director is responsible for the everyday operation of the building and the activities of the students who reside on campus. This individual serves as a counselor, coordinates activities, supervises the Resident Advisors and promotes the res-halls as safe living and learning environments. The Office of Housing and Residence Life oversees 4 residence halls on campus (3 traditional halls and one suite-style living complex). We house approximately 500 students, which is approximately 1/3 of the undergraduate student population.