



ASSISTANT RESIDENCE DIRECTOR (GRADUATE INTERN) POSITION DESCRIPTION

I. GENERAL SCOPE OF POSITION

The Assistant Residence Director (ARD) is a ten-month live-in graduate internship position. When classes are not in session, excluding Spring Break, the ARD position is full-time (35 hours per week); when classes are in session, the position is part-time (25 hours per week). The ARD works with the supervising Residence Director (RD) on the planning, implementation, and evaluation of a comprehensive community and student development program and assists in the supervision of between 8 and 16 Resident Advisors (RAs). The ARD may also support student life campus crisis response.

There are opportunities to become involved in Departmental, Divisional and University levels. Such involvement may include serving on committees, working on special projects, and undertaking special assignments. Possible areas of involvement include but are not limited to staff training; student leadership development; off campus-living student support; basic needs initiatives; academic initiatives; alcohol and other drug (AOD) education; multicultural and social justice education; orientation; and health and wellness.

In weeks when class is in session, it is estimated that the ARD will have 8 hours of work related to implementation of the residential curriculum and supervision of resident advisors; 8 hours of departmental or building administrative work and meetings; 3 hours of interaction and support of the residence hall student government; 3 hours of conduct meetings and follow-up; and the remaining hours can be dedicated to student crisis response during business hours and/or professional development opportunities. These estimations may change based on the needs of the ARD's building and/or department, and may vary based on the needs at the specific time of year, however, these exceptions to typical workflow would be maintained within the ARDs 25 hour work week". The ARD may work up to 10 additional hours/week during the peak times of Fall Training, Winter Training, opening, and closing for a total of up to 35 hours/week.

II. ACCOUNTABILITY TO UNIVERSITY MISSION, VISION, AND VALUES

As part of the larger staff in Student Life, the ARD collaborates and cooperates across divisions and departments to create a supportive University community that encourages student learning and development in the Jesuit Catholic tradition and commits to:

- Promoting a common good that includes the needs of all students
- Engaging differences in a manner that allows students to learn from the diversity of perspectives, experiences, and traditions that exist within the University community
- Providing experiences that challenge students to develop spiritually, intellectually, emotionally, physically, socially, culturally and morally in order to prepare them to contribute to the University community
- Drawing out the leadership qualities inherent in every individual, and to providing opportunities for students to apply knowledge and skills
- Creating an environment that supports a socially responsible way of being together in community



- Recognizing and celebrating the achievements and contributions of all students

III. SPECIFIC DUTIES AND RESPONSIBILITIES

Staff Development and Contact

1. Assist in the recruitment, selection, supervision, and training of paraprofessional Resident Advisors.
2. Assist Resident Advisors with personal and professional concerns.
3. Assist in the recruitment and selection of professional staff.
4. Assist with leading weekly Resident Advisor staff meetings; staff meetings may occur outside of business hours.
5. Develop rapport and maintain contacts with members of the Office of Community Living staff and Office of Student Housing staff (including Resident Advisors, Community Assistant Desk Staff, other graduate assistant staff, and full-time professional staff).
6. Maintain office hours to facilitate staff contact.

Student Group Development and Advising

1. Assist in recruitment of student government members for Residence Hall Council (RHC), Residence Hall Association (RHA), and other student leadership opportunities.
2. Advise a Residence Hall Council. Advisory responsibilities include attending weekly meetings, facilitating the growth of members through training, meeting with executive council, etc.
3. Develop rapport and maintain contact with student leaders.

Living-Learning Community Development (Toler ARD)

1. Assist in the development of the Living-Learning Communities (LLC) in Toler, this includes programming, follow-up with students of concerns, and creating a sense of community in each of the LLCs.
2. Help in creating the training for the RAs that will work with the LLCs
3. Also includes the Gender Inclusive Community (GIC), while not an LLC but will also benefit in community development, programming and follow-up with students of concerns.
4. Work alongside the RD in communicating with Faculty connected to the LLCs
5. Collaborate with Culture Centers in programming for GCI, including the GI welcome orientation.

Individual Student Development and Contact

1. Collaborate with the Residence Director(s), Resident Ministers, and other Student Life staff to implement principles of the residential curriculum that actively foster a sense of community within the residence hall or apartment-style community. Assume a leadership role in teaching departmental values to Resident Advisors, Residence Hall Council, and other residents.
2. Initiate and support faculty, student, and staff interaction. Work with student staff members to facilitate resident attendance at University programs on campus. Assist with faculty involvement efforts in the residential community.
3. Serve as a Resolution Staff Member as part of the Student Conduct process, conducting student conduct meetings about residential and University policy violations.



4. Confront students regarding inappropriate behavior.
5. Assist students with personal concerns and make appropriate referrals.
6. Maintain office hours to facilitate student contact.

Physical Facilities, Environment, Safety and Security

1. Assist in the opening and closing of the residence hall.
2. Assist with residence hall security through appropriate safety precautions and emergency training for staff.
3. Communicate facilities problems to Facilities Management and the Associate Director for Facilities and Operations (Office of Student Housing).
4. Assist with semesterly health and safety inspections.
5. Assist in responding to student crises during business hours. Shadowing opportunities for student crises that occur outside of business hours may exist for the ARD to volunteer for, but are not mandatory.

Other Duties

1. Maintain liaison relationships with other University departments.
2. Participate in departmental/divisional development activities as appropriate.
3. Serve on selected department and University committees.
4. Other duties as assigned (by the Residence Director, Associate Director for Residential Life, Assistant Dean of Students/Director of Community Living, Dean of Students, and/or Vice President of Student Life or designee).

IV. SUPERVISION RECEIVED

The Assistant Residence Director reports to and is supervised by a professional full-time Residence Director. Verbal contact is expected on a regular and frequent basis. Written reports may be expected concerning specific situations. Decisions involving delegated areas should be communicated to and/or made in consultation with the Residence Director.

V. QUALIFICATIONS

Bachelor's degree required, must be concurrently enrolled in a graduate degree program at the University of San Francisco; 1 year of residence life and/or transferable student affairs experience preferred.

VI. COMPENSATION

A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term. Interns will work at a rate of \$16.50 per hour. 35 hours per week for 8 weeks prior to the semester starting, 25 hours per week during the semester. The intern will also be provided a furnished single-occupancy suite and meal plan. Funding support for professional development in the amount of \$350 will be provided by the host department. Please note all compensation is taxable.

VII. CONTACT/HIRING MANAGER: Aja C. Holmes, Ph.D., Assistant Dean of Students, Director of Community Living



VIII. APPLICATION PROCEDURE: Please visit <https://myusf.usfca.edu/student-life/student-affairs-internship-program> for details on how to apply.

The University of San Francisco is a Jesuit Catholic university founded in 1855 to educate leaders who will fashion a more humane and just world. Candidates should demonstrate a commitment to work in a culturally diverse environment and to contribute to the mission of the University.

USF is an Equal Opportunity Employer dedicated to affirmative action and to excellence through diversity. The University provides reasonable accommodations to qualified applicants with disabilities upon request.