

Assistant Resident Director

Position Description

Assistant Resident Directors are full-time students at Concordia University Wisconsin. The ARDs will live in a residence hall on campus. ARDs help the RDs of their area in running the residence hall, including staff development and training. The focus of the ARDs is to build a strong sense of community in their hall, within the RA staff, and with all residents. The ARDs report to their supervising Resident Director.

Qualifications

1. Applicants must be a full-time student
2. Must have been an RA at CUW for a minimum of one year
3. Maintain a minimum 2.75 GPA
4. Preferred no involvement in clinicals, student teaching, athletics, or theater
5. Cannot work an off-campus job more than 10 hours a week without RD approval
6. Cannot hold additional CUW employment

Responsibilities and Duties

1. ARDs will assist with Group Process
2. Return to campus early for ARD training in the fall and for spring semester move-in
3. Facilitate RA Fall Training alongside RDs
4. Must complete weekly logs
5. Attend all open RHA meetings and contact hall representatives every other week
6. Attend weekly staff meetings and assist in the staff development of their area
7. Support the RAs at the all-hall meetings at the beginning of Fall Semester
8. Attend weekly department meetings
9. Attend regular one-on-one meetings with their supervising RD
10. Serve as interim RA in the event of a vacancy
11. Conduct touch-base meetings with RA staff of their area at least once a month, similar to a Quality Visit for an RA
12. Maintain calendar of RA programs within area and attend as many as possible
 - a. Will be in charge of planning male and female sex talk program
 - b. Lead all-hall program
 - c. Assist with all-campus program
13. Each ARD will be given a special assignment (i.e.- publicity posters, RHA, Adopt a Highway, etc.)
14. Each ARD will be given a liaison role

15. Each ARD will work four office hours per week in the ARD Office
 - a. Create monthly newsletter
 - b. Prepare RA of the month award
 - c. Decide and order RA gifts
16. ARDs will conduct daily walk-throughs of their area
 - a. Be another resource for maintenance requests
 - b. Will fill out rounds sheet
17. Coordinate RA duty schedule
18. Enforce policies, write Incident Reports within 12 hours
19. Conduct mediations to assist with roommate conflicts
20. Assist with monthly fire alarm testing
21. Hold the on-call RD phone Sunday through Thursday to assist with questions/incidents/calls
 - a. ARDs will rotate this responsibility
22. Assist RD with hall closing/opening process
 - a. Be available to residents when lofting equipment is needed after the posted hours
23. Assist with the End of the Year Report

Compensation

The Assistant Resident Directors' compensation is the cost of room with an additional \$500 per semester. This total is divided out into bi-monthly paychecks throughout the academic year.