

ASSISTANT RESIDENT DIRECTOR RECRUITMENT AND DEVELOPMENT JOB DESCRIPTION

POSITION DESCRIPTION

The Assistant Resident Director-Recruitment & Development (ARDRD) 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 for student staff including, but not limited to programming, training, selection, leadership, diversity and judicial initiatives.

The ARDRD reports to the Assistant Director (AD) of Recruitment and Development and works to accomplish all goals set forth in this job description. The ARDRD assists with the recruitment and selection logistics and training and development for approximately 170 student-staff in Residential Life and maintains ongoing evaluation of these processes.

The ARDRD's primary role is to create a positive and professional liaison between professional and student staff. The ARDRD co-creates and disseminates training newsletters, assists with distributing staff badges and shirts, plans team development during trainings and facilitates and distributes training assessments/evaluations from student staff. The ARDRD assists with the planning and execution of staff recognition events at the beginning and end of the academic year. The ARDRD will also function as one of the contact persons for student staff who have questions and concerns regarding student staff training and development processes.

The ARDRD co-plans and coordinates the end-of-year recognition celebration by creating visual presentations and preparing student staff awards. The ARDRD, in conjunction with career staff, facilitates and distributes recruitment and selection assessments/evaluations from student staff. The ARDRD assists with the design and placement of marketing materials for student staff recruitment. This includes coordinating all poster publicity as well as creating and maintaining the on-line recruitment sites. The ARDRD will also function as one of the contact persons for student staff who have questions and concerns regarding student staff recruitment and selection processes.

The ARDRD may also coordinate other department-wide projects as needed and assigned. The ARDRD will have the opportunity to attend conferences, including workshops and seminars to develop professional skills and training strategies as it relates to the selection and training of a diverse student staff. The ARDRD is responsible for working a minimum of twenty (20) office hours per week. During high peak times ARDRD generally will hold (15) office hours and averages approximately (5) hours per week for attending evening or weekend meetings and activities.

POSITION REQUIREMENTS

- Must pass a DOJ/FBI 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.
- Must possess a valid Driver's License to operate a University vehicle, including the GEM cart, when applicable.

POSITION RESPONSIBILITIES

- Serve as the primary liaison between professional and student staff for staff, development, and training.
- Assist with logistics for a training program, including Fall, Winter, and all on going staff developments for all student staff.
- Assist with maintaining an accurate budget for all recruitment, selection, training, and development costs.
- Evaluate effectiveness of all student staff training programs by administering and analyzing program session evaluation forms and attending student staff training committee.
- Assist with the distribution of training schedules, uniform, and manuals to 170 student staff.
- Develop and maintain an informative presence on the Residential Life Discord.
- Develop, plan and facilitate the end of the year banquet for all student staff.
- Assist with logistics for student staff recruitment events, interview days and placement meetings.
- Assists with the design and placement of marketing materials for student staff recruitment.
- Evaluate effectiveness of all student staff recruitment events by administering and analyzing program session evaluation forms and attending student staff selection committee.
- Participate in the ARD duty rotation to respond to emergency and non-emergency situations.
 - Must remain within the duty radius and approved areas when on duty.
 - Staff will serve on a duty rotation on all weekdays, weekends, holidays, and campus closures.
- Support community development by initiating disciplinary and counseling processes.
- Assist professional staff with special projects as needed.
- Collaborate with other Housing and University staffs (facilities, dining services, support services and police)
- Availability for emergencies and other duties as needed.
- Serve on both the Recruitment and Selection and Training and Development committees.

ROLE MODELING AND MENTORSHIP

- ARDs must demonstrate appropriate behavior through actions and lead by example. This includes following all UCR Housing and University policies and procedures.
- Demonstrate maturity and ability to support and interpret Residential Life's mission and values.
- Demonstrate strong interpersonal skills including written and oral communication.
- Have efficient problem-solving capability, administrative and organizational skills and ability to mentor and advise student staff.
- Understand the needs of a diverse student population including first-year, upper-division, and family housing residents.
- Maintain a team-oriented attitude; have leadership ability and work to establish a positive liaison with professional and student staff.
- Demonstrate appropriate behavior through actions and leading by example.
- Maintain appropriate personal relationships with the staff they supervise and residents/students who fall into the scope of their respective areas.
- Demonstrate timeliness and meet deadlines when it comes to department needs, program paperwork, attending meetings, 1on1s, staff developments, Move-In, Welcome Week Programs, Quarterly Departmental Meetings.

I have read the complete job description for the Assistant Resident Director for Recruitment and Development position. I understand and accept each requirement and expectation of the position.

Employee Name (Print)

Employee Signature

Date

Preparer's Name

Date