



ASSISTANT RESIDENCE HALL DIRECTOR

PURPOSE:

The Assistant Residence Hall Director (ARHD) is responsible for working collaboratively with the Residence Hall Director (RHD) to ensure that student learning, spiritual formation and citizenship development are outcomes of the on-campus residential experience. A commitment to collaboration with faculty, an appreciation of human diversity and a passion for college student learning represent the most highly valued staff characteristics. Serving under the Residence Hall Director, the following areas of responsibility are shared in varying forms:

1. Student Development (50%)

- Coordinates and supports hall/community efforts to promote community relationships, citizenship development, and the appreciation of human diversity.
- Supports learning and academic initiatives, including collaboration with faculty members.
- Participates in the management of student behavior issues in the halls by responding to incidents, meeting with students, and pursuing appropriate administrative and judicial action.
- Recruit and advise Hall Leadership Team (HLT).
- Lead staff and residents in establishing an atmosphere of encouraging behavior that ensures relative freedom, quiet, privacy, security and a sense of responsibility in the residence halls.
- Trains and guides Community Leader (CL) staff and students in the development and implementation of educational activities that serve a diverse student population.
- Coordinates and provides support to program planning with living/learning program faculty, faculty partners, student leaders, and staff.
- Participates in a variety of departmental, campus and community-sponsored activities for students that promote the enhancement of professional development, such as advising, working on special projects, and instructing. These opportunities may vary by position, but may include:
 - Teaching an accredited Leadership Development course for Community Leaders
 - Serving on a Campus Living & Learning Work Team
 - Serving on a Student Life divisional work committee

2. Staffing Functions (25%)

- Co-trains, supervises and evaluates 5-15 undergraduate CLs in their responses to the needs of 25-55 residents each. Supervises collaboratively the work of a Graduate Assistant Resident Chaplain in cooperation with the University Chaplain.
- Creates opportunities for living/learning program faculty, staff and Community Leaders to meet, interact and develop a partnership to serve students in hall(s) with living/learning programs.
- Plans and implements training/development activities that serve as opportunities for personal growth and development for a diverse paraprofessional student staff team.
- Supports Campus Living & Learning's customer service standards through the coordination of the hall(s) front desk(s) and supervises front desk student assistants.
- Encourages and contributes to the development of positive working relationships between CLs and faculty partners/faculty-in-residence and office staff.
- Assists in the departmental and community processes designed to effectively select, orient and train student staff.
- Participates in professional development activities and programs that provide personal growth and career direction.
- Supports department student staff, Graduate Assistants, Resident Chaplain, and full-time staff selection processes.

3. Administration/Management (25%)

- Implements administrative processes within hall(s) and responsible for various administrative procedures (including openings, closings, Room Selection, mid-semester inspections, incident reports).
- Manages and enhances the physical aspects of the residence hall (signage, cleanliness, maintenance, customer service, safety, and security).
- Facilitates relationships with facility partners including; Baylor Facility Services, Baylor University Dining Services, and Baylor University Housekeeping.
- Serves as liaison with living/learning program faculty and academic administrators to ensure on-going information coordination regarding administrative activities in those halls with established living/learning programs.
- Participates in an on-duty rotation throughout the calendar year to respond to incidents and emergencies, as they occur, for a residential population of approximately 4,700 undergraduate students.
- Holds consistent office hours, responds to written and oral communications, and conducts and attends meetings as required.

3. Administration/Management (25%) continued:

2/19/2009

- Manages routine, critical, daily, and seasonal administrative tasks.
- Serves on departmental committees to address and serve larger organizational needs.
- Undertakes other duties as assigned.

PREFERRED QUALIFICATIONS:

Bachelor's degree required; Experience with Residence Life preferred. Demonstrated Christian faith is required.

COMPENSATION:

Starting annual salary is \$23,660, plus \$1000 annual professional development funds and excellent university benefits. Furnished apartment and a partial meal plan also included.

DIVISION:

Student Life

SUPERVISOR:

Residence Hall Director

Start date is July 13, 2009

A **criminal background investigation** will be performed prior to an employment offer.