



BAYLOR
UNIVERSITY

CAMPUS LIVING & LEARNING

ASSISTANT RESIDENCE HALL DIRECTOR

POSITION DESCRIPTION:

The Assistant Residence Hall Director (ARHD) is responsible for ensuring student learning, faith development, inclusivity, and self-advocacy are outcomes of the on-campus residential experience. The ARHD must have a demonstrated Christian faith and show a commitment to collaboration with faculty, an appreciation of human diversity, and an enthusiasm for investing in college students. The ARHD reports to the Residence Hall Director for his or her respective building.

RESPONSIBILITIES AND DUTIES INCLUDE:

1. Staff Development

- Assist in recruiting, training, supervising, and evaluating 5-17 undergraduate students (Community Leaders and Community Leader Mentors).
- Along with the Residence Hall Director (RHD), co-supervise a Truett Seminary graduate student serving as a part-time Resident Chaplain (RC) in the residence hall, in conjunction with Spiritual Life.
- Support and assist in selection processes for graduates students and full-time staff.

2. Community Development

- Establish an authentic Christian community that supports academic excellence, spiritual growth, inclusivity, self-advocacy, and an appreciation for residential experiences.
- Support recruitment and advisement of a student leadership organization, including but not limited to: leadership development, program planning, and budget oversight.
- Support Living Learning Programs and faculty involvement (i.e. Faculty-in-Residence, Faculty Master, and Faculty Partner) within the building.
- Engage residents in the greater Baylor University community through utilization of campus facilities, participation in campus events, and promotion of campus activities.

3. Student Development

- Develop meaningful relationships with students and maintain a high degree of visibility and availability in the residence hall.
- Respond to student behavioral concerns and incidents in the halls.
- Support the RHD in implementing departmental learning outcomes encompassing concepts such as inclusivity, faith development, intellectual development, and self-advocacy, through intentional conversations and programming within the residence hall.

4. Administrative Responsibilities

- Act as a liaison with academic partners and Living-Learning Programs.
- Participate in an on-call rotation throughout the calendar year to respond to incidents and emergencies, as they occur, for a residential population of approximately 5,400 undergraduate students.
- Assist in the management of a residence hall front desk, including the supervision of student and/or professional staff.
- Assist in the management of office supply, minor equipment, and community development budgets for the residence hall.

- Learn and use technology platforms, including but not limited to Microsoft Office Suite, Persona, CSGold, CBORD, Banner, StarRez, and other departmental website applications.

5. Facilities Management

- Assist with openings, closings, and mid-semester inspections.
- Collaborate with campus partners such as Facility Services, Dining Services, Housekeeping, and the Assistant Director of Facilities and Operations, to sustain and improve residence hall environments.

6. Professional Development

- Serve on Campus Living & Learning and Student Life committees as well as special projects and opportunities to teach a credited leadership class.
- Use professional development funds provided by Campus Living & Learning to engage in opportunities such as reading or writing for professional publications, active membership in a regional or national organization, attending or presenting at conferences, and taking part in Student Life and University professional development opportunities.
- Participate in annual departmental professional staff trainings.

REQUIRED QUALIFICATIONS:

Bachelor's degree required, as well as a demonstrated Christian faith.

PREFERRED QUALIFICATIONS:

Master's degree preferred in College Student Personnel, Higher Education/Student Affairs or related field with residence life experience as an undergraduate or graduate. Preference given to candidates with experience being on-call for crisis and emergency response, advising residence hall organizations, and living on campus in a graduate or professional position. An enthusiasm for integrating faith and learning is also preferred.

COMPENSATION:

Starting annual salary is \$25,000, plus \$1250 annual professional development funds and excellent university benefits that start on the first date of employment. Tuition remission is available for self and family after completing one year of continuous full-time service. A furnished apartment including cable, internet, and washer and dryer is provided. Additionally, compensation includes an 11 meals per week plan, free use of the campus recreation facility, laptop, smart phone with unlimited data, free parking sticker and reserved parking spots for employee and spouse, as well as free admission to athletic events with the exception of football. Dog agreement available for those interested.