



Assistant Residence Hall Director Position Description

BASIC FUNCTION AND RESPONSIBILITY

The Assistant Residence Hall Director (ARHD): 1) works collaboratively with the Area Director (AD)/Residence Hall Director (RHD) to implement the objectives of the Department of Housing & Residential Life, and 2) coordinates customer service, and supervises the residence hall front desk. This is accomplished through work with other Housing & Residential Life staff assigned to the building to develop community, develop relationships, assess floor communities, develop and monitor programming, and support the academic pursuits of students. The ARHD reports directly to the AD/RHD.

DUTIES AND RESPONSIBILITIES

Supervision Duties

- Supervise the Desk Assistants (DA), and/or oversee the game room or Academic Resource Center (ARC) operations.
- Hire, train, and evaluate Desk Assistants.
- Schedule Desk Assistants for work shifts.
- Monitor work-study allocations for Desk Assistants.
- Submit payroll information and time sheets in a timely manner.
- Participate in the selection, placement, training, and evaluation of Resident Assistants (RAs) and Peer Academic Assistants (PAAs).
- Be actively involved in RA/PAA selection process.
- Return early for fall training and assist with RA/PAA training throughout the year.
- Assist with presentation of staff development activities
- Communicate with and participate in on-going training with other ARHDs.
- Attend and actively participate in scheduled department-wide staff in-services.
- Assist RAs and PAAs to assess floor needs and develop floor programming.
- Engage with other staff in fostering an inclusive community where all are welcome and differences are celebrated.

Administrative Duties

- Ensure Room Condition and Inventory Forms are current and reflect both the condition of the room and the name and permanent address of the current occupant.
- Perform weekly checks of room key/tag key boxes, following up and resolving any discrepancies.
- Review and provide feedback regarding front desk procedures.
- Maintain adequate supply of forms and supplies at the front desk and offices.
- Collect and maintain the hall programming record; including programming by Resident Assistants (RAs), ARHD, AD/RHD and Hall Council.
- Co-facilitate the opening and closing of the residence hall for fall and spring semesters.
- Participate in the ARHD on-duty rotation.
- Advise and serve as an advocate for students and staff.
- Serve as a resource to students/staff regarding the BSU Student Conduct System.
- Maintain a minimum of 10 office hours/week Monday through Friday to be generally available to staff and students.

- Remain informed and aware of Department of Housing & Residential Life philosophy and policies and all aspects of student life in his/her assigned areas.
- Respond appropriately in the absence of the AD/RHD.
- Meet weekly with the AD/RHD.
- Attend and actively participate in scheduled staff meetings and in all other required meetings and training opportunities.
- Organize hall-wide programming.
- Assist with advising Hall Council with the AD/RHD and attend Hall Council and Executive Board meetings.
- Be present in the residence halls more than away.
- Perform other duties as assigned by the AD/RHD and/or the Department of Housing & Residential Life.

Self-Growth and Modeling

- Serve as an appropriate role model to students by demonstrating good study habits, concern for the welfare of others, responsibility to one's community, positive social interactions, regard for a healthy lifestyle, and an open mind to diverse lifestyles, attitudes, and behaviors.
- Serve as a role model on and off campus in observing Federal, State, and local laws, as well as University and Housing & Residential Life policies and procedures.
- Practice personal and professional growth by defining goals, taking action to meet those goals, and evaluating progress.

SUPERVISION RECEIVED:

Functional and administrative supervision is received from the AD/RHD.

SUPERVISION EXERCISED:

Functional supervision is exercised over the RAs and PAAs in the specific areas of community development through programming.

Functional supervision is exercised over the residence hall front desk activities, game room, and/or Academic Resource Center (ARC) operations, including supervision of the Desk Assistant (DA) staff.

MINIMUM QUALIFICATIONS:

- Must be enrolled at Bemidji State University and maintain full-time student status (12 undergraduate credits or 9 graduate credits) at all times during employment, and be sensitive to the demands of the job when determining class schedules.
- A minimum GPA of 2.5 (semester and cumulative) must be achieved upon hiring and for all subsequent periods of employment.
- ARHDs wanting to take more than 18 credits per semester should consult with their supervisor (AD/RHD) before registering.
- Must be in good standing with the University conduct system (no conduct probation) and have no major conduct code violations.
- It is required that the ARHD have at least one year of residence hall work experience, counseling, programming, front desk work or other Housing & Residential Life experience, with two years of experience preferred.

REMUNERATION:

Remuneration for the ARHD will be a furnished suite/apartment, meals during fall training, \$2,308 Beaver Bucks (\$1,154 Beaver Buck meal plan/semester)*Subject to change for 2021-2022, and a \$2,600.00 academic year stipend.