



Assistant Residence Hall Director

Position Description

BASIC FUNCTION AND RESPONSIBILITY

The Assistant Residence Hall Director (ARHD): 1) works collaboratively with the Area Director (AD) to implement the objectives of Housing & Residential Life, and/or 2) coordinates customer service and supervises the front desk, game room, hall council, and academic resource center operations (where applicable). This is accomplished through collaboration with other Housing & Residential Life staff assigned to the building to develop community, develop relationships, assess needs of floor communities, develop, and monitor programming, and support the academic pursuits of students. The ARHD reports directly to the Area Director, who will determine the duties assigned. **Duties listed below reflect those possible for this position. Since communities have different needs, specific duties will be discussed with the supervisor.**

DUTIES AND RESPONSIBILITIES

Supervision

- Schedule Duty and ARC Shifts
- 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 in fall for 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

- Ensure Room Condition & Inventory reports 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/card & tag key/card boxes, following up and resolving any discrepancies.
- Review and provide feedback regarding front desk procedures.
- Maintain the front desk computer for use by staff.
- Maintain adequate supply of forms and supplies at the front desk and offices.
- Collect and maintain the hall programming record, including programming by RAs, ARHD, Area Director 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 Housing & Residential Life philosophy and policies and all aspects of student life in his/her assigned areas.
- Respond appropriately in the absence of the Area Director.
- Meet weekly with the Area Director.
- 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 Area Director and attend Hall Council and Executive Board meetings.
- Perform other duties as assigned by the Area Director and/or 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.
- Be available to students on a regular basis, which includes evenings and weekends. Limited to 16 nights out per semester.

SUPERVISION RECEIVED:

Functional and administrative supervision is received from the Area Director.

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 operations, including supervision of the Desk Assistant staff.

MINIMUM QUALIFICATIONS:

- Must be enrolled at Bemidji State University and always maintain full-time student status (12 undergraduate credits or 9 graduate credits) during employment and be sensitive to the demands of the job when determining class schedules.
- A minimum GPA of 2.0 (semester and cumulative) must be achieved upon hiring and maintained for all subsequent periods of employment.
- ARHDs wanting to take more than 18 credits per semester should consult with their supervisor (Area Director) before registering.
- Can work no more than 10 hours per week at other jobs and must complete paperwork with AD.
- 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 housing in the assigned area, meals during fall training, \$2,912 Beaver Bucks (\$1,456 Beaver Buck meal plan/semester), and a \$2,700.00 academic year stipend.