UCR Residential Education

ASSISTANT RESIDENT DIRECTOR ACADEMICS JOB DESCRIPTION

POSITION DESCRIPTION

The Assistant Resident Director-Academics (ARDA) position is a 11-month live-in paraprofessional member of UCR's Department of Residential Education. The Assistant Resident Director (ARD) positions require individuals who have demonstrated maturity and ability to support and interpret Residential Education'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. 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. ARDs are required to have worked in UCR Residential Education or another university Residential program by start date of the position.

The ARDA assists with the academic and program initiatives for the Residential Education program at UCR. Specifically, the ARDA works directly with Program Advisors for Academic (PAA) Living-Learning Communities to meet the programming needs of each community in addition to working with the Academic Initiative PAA to facilitate and implement Academic Resources throughout all Residential Education areas. The ARDA assists with the daily supervision of the PA-As by facilitating meetings and providing mentorship to each staff member. The ARDA assists with the preparation for the Highlander Early Start Academy (HESA) summer program. The ARDA assists the Assistant Director (AD) for Academic Living-Learning Communities and Initiatives, when applicable, to conduct regular evaluations of each staff member and holds regular staff meetings to discuss problems and disseminate information.

The ARDA is responsible for the continued development and management of the Student Housing Academic Resource Center (SHARC). This includes working with campus departments to maintain scheduled satellite services for housing students. The ARDA will coordinate and facilitate on-going communication and program development between student staff and professional staff as it relates to upcoming procedures and processes. The ARDA also approves and tracks programming for all Academic Outreach Coordinators and resolves any difficulties with programming.

The ARDA is responsible for working a minimum of twenty (20) office hours per week, (15) office hours and averages approximately (5) hours per week for attending evening or weekend meetings and activities.

POSITION REQUIREMENTS

- Must pass a FBI/DOJ or Hire Right 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 and adhere to all policies with Residential Education, Housing Services, Dining 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.

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- 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

- Assist all Program Advisors for Academics (PAAs) with designing programs and initiatives that meet the needs of each Living-Learning Community, following the Academic Initiative and Living-Learning Community Engagement Model.
- Support and advice the Faculty in Residence programs and initiatives in addition to community-wide academic initiatives.
- Oversee the scheduling of programs and staffing for their team.
- Create and maintain a master calendar for all Academic related programming in on-campus housing.
- Schedule and complete 1:1s with PAAs.
- Assist in the planning and coordination of student staff training and developments for PAA team.
- Provide day-of support, which includes technological set-up, Sign-In collection, and Room Layout Set-Up, for Academic Initiatives.
- Oversee the scheduling of programs and staffing for the Student Housing Academic Resource Center (SHARC).
- Assist professional staff supervisor in evaluating the effectiveness of academic programs and initiatives in the residence halls, apartments, and family housing.
- Work with the Academic Resource Center to coordinate scheduling of residence hall and campus apartments tutors and study group leaders and supplemental instruction.
- Support other program advisor teams (ARD of Programming, ARD of Residential Experiences, ARD of Leadership, PACEs, PAREs, and PADEIs).
- 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 campus partners and UCR staff.
- Availability for emergencies and other duties as needed.
- Fulfill programming requirements as set forth by the department. Initiate, plan, implement, and assess programs according to expectations.
- Market and complete outreach tasks effectively and in a timely manner for individual, group, and department wide initiatives.
- Assist in the coordination of student transition and orientation during community openings, transition to spaces, Welcome Week, and quarterly residence hall closings and campus apartment inspections.
- Participate in department and University initiatives. Assist with large scale programs as needed.
- Must attend monthly scheduled meetings between ARD team and Professional Staff.
- Engage with the UCR Power of the Peers Network and Summer leadership conference.
- Serve on one departmental Committee.

ROLE MODELING AND MENTORSHIP

- ARDs must demonstrate appropriate behavior through actions and lead by example.
- Demonstrate maturity and ability to support and interpret Residential Education'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.
- Complete administrative tasks such as planning for upcoming programs, approving student staff programs, post-program reconciliation, and other tasks as needed in a timely and efficient manner.

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- 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.
- Maintain appropriate personal relationships with the staff they supervise and residents/students who fall into the scope of their respective areas.
- Attend and participate in training sessions and staff meetings including: summer and winter training sessions, staff development activities, weekly staff meetings, and supervisory sessions.
- Participate in all individual, staff, group, and department evaluations.
- Encourage personal, social, and academic development of students by spending a significant amount of time in the community area to get to know students.
- Demonstrate knowledge of campus resources and strategies related to personal and academic success and serve as a referral agent to appropriate residential, campus, and local resources as needed.
- Create a welcoming environment which establishes mutual respect and care - conducive to continuous growth and development of individual residents and the larger community.
- Display appreciation of differences and assist residents in developing an understanding of diverse cultures and backgrounds through programming initiatives. Encourage all individuals to act with dignity and equitably by being open to understanding diversity/social justice issues.
- Serve as a constructive and positive role model for personal behavior and academic pursuits.
- Promote all Resident Hall Association (RHA) / National Residence Hall Honorary (NRHH) / Campus Apartment Resident Association (CARA) programs to residents and strive to attend programs, unless required to attend by supervisor. Support and encourage students in the development of an effective Hall and Area Councils and NRHH.
- Ensure that the AD for Academic Living-Learning Communities and Initiatives is informed and updated on all aspects of your work. This responsibility will entail meeting regularly with the AD Academic Living-Learning Communities and Initiatives to share job-related information, receive feedback and develop job-related skills.
- Must perform other duties as assigned.

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

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Employee Name (Print)

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Employee Signature Date

Joseph Briones 4/16/26
Preparer's Name Date

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