UCR Residential Education

ASSISTANT RESIDENT DIRECTOR PROGRAMMING JOB DESCRIPTION

POSITION DESCRIPTION

The Assistant Resident Director-Programming (ARDP) 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 ARDP receives direct supervision and training from the Assistant Director (AD) for Leadership and Engagement. The ARDP assists with the academic, social, cultural, and personal program initiatives for the Residential Education program at UCR. Specifically, the ARDP works directly with Program Advisors for Community Experiences (PACE) to meet the programming needs of each community. The ARDP assists with the daily supervision of the PACEs by facilitating meetings and providing mentorship to each staff member. The ARDP assists the AD for Leadership and Engagement, when applicable, to conduct regular evaluations of each staff member and holds regular staff meetings to discuss problems and disseminate information.

The ARDP position is responsible for responding to changing needs and situations and requires maturity, integrity, flexibility, adaptability, enthusiasm, commitment, strong administrative skills, and a willingness to grow in all areas. The ARDP 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 ARDP 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 DOJ / FBI 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.
- 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.

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- Must possess a valid Driver's License to operate a University vehicle, including the GEM cart, when applicable.

POSITION RESPONSIBILITIES

- Assist with the daily supervision of PACEs by providing mentorship to each PACEs and individualized team support and provide feedback on the performance of each PACE.
- Schedule and complete 1:1s with PACA.
- Assist in the planning and coordination of student staff training and developments for PACE team.
- Oversee the scheduling of programs and staffing for their team.
- Create and maintain a master calendar for all PACE related programming in on-campus housing.
- Assist with the coordination and scheduling of large-scale and community wide educational, academic, and social programming while supporting the programming core values.
- Attend PACEs programming sponsored by assigned team and all large-scale programs in other buildings.
- Interact with residents and student staff in various buildings and areas.
- Assist professional staff with special projects as needed.
- Support other program advisor teams (ARD of Academics, ARD of Residential Experiences, ARD of Leadership, PACEs, PAREs, and PAAs).
- Assist professional staff supervisor in evaluating the effectiveness of programs and initiatives in the residence halls, apartments, and family housing.
- 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
    - Serve as an active member of the Large-Scale Initiatives Committee within Residential Education.
    - Assist with the planning and execution of department-wide residential programs and signature events.
    - Support event logistics including space reservations, setup and breakdown coordination, supply management, vendor communication, and risk management considerations.
    - Collaborate with committee members to ensure events align with Residential Education's curricular and community engagement goals.
    - Assist with event day operations including staff coordination, troubleshooting, crowd management, and student support.

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.

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- 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.
- 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 Leadership and Engagement is informed and updated on all aspects of your work. This responsibility will entail meeting regularly with the AD for Leadership and Engagement 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 Programming position. I understand and accept each requirement and expectation of the position.

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Employee Name (Print)

_____ Joseph Briones 4/16/26
Employee Signature Date Preparer's Name Date

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