UCR Residential Education

ASSISTANT RESIDENT DIRECTOR RECRUITMENT AND DEVELOPMENT JOB DESCRIPTION

POSITION DESCRIPTION

The Assistant Resident Director-Recruitment & Development (ARDRD) position is an 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 for student staff including, but not limited to programming, training, selection, leadership, diversity, and judicial initiatives. ARDs are required to have worked in UCR Residential Education or another university Residential program by start date of the position.

The ARDRD reports to the Assistant Director (AD) of Recruitment and Development and works to accomplish all goals set forth in this job description. The ARDRD assists with the recruitment and selection logistics and training and development for approximately 200 student-staff in Residential Education and maintains ongoing evaluation of these processes.

The ARDRD's primary role is to create a positive and professional liaison between professional and student staff. The ARDRD co-creates and disseminates training newsletters, assists with distributing staff badges and shirts, plans team development during trainings and facilitates and distributes training assessments/evaluations from student staff. The ADRS assists with the planning and execution of staff recognition events at the beginning and end of the academic year. The ARDRD will also function as one of the contact persons for student staff who have questions and concerns regarding student staff training and development processes.

The ARDRD co-plans and coordinates the end-of-year recognition celebration by creating visual presentations and preparing student staff awards. The ARDRD, in conjunction with career staff, facilitates and distributes recruitment and selection assessments/evaluations from student staff. The ARDRD assists with the design and placement of marketing materials for student staff recruitment. This includes coordinating all poster publicity as well as creating and maintaining the on-line recruitment sites. The ARDRD will also function as one of the contact persons for student staff who have questions and concerns regarding student staff recruitment and selection processes.

The ARDRD is responsible for working a minimum of twenty (20) office hours per week: ARDRD generally will hold (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.

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

POSITION RESPONSIBILITIES

- Serve as the primary liaison between professional and student staff for staff, development, and training.
- Assist with logistics for a training program, including Summer, Fall, Winter, Spring, and all on going staff developments for all student staff.
    - The ARDRD must avoid enrolling in class that conflicts with Wednesday evenings 5 pm – 7 pm given the focus on leading and managing this bi-quarterly event.
- Assist with maintaining an accurate budget for all recruitment, selection, training, and development costs.
- Evaluate effectiveness of all student staff training programs by administering and analyzing program session evaluation forms and attending student staff training committee meetings.
- Assist with the distribution of training schedules, uniform, and manuals to 180 student staff.
- Develop and maintain an informative presence on the Residential Education Discord.
- Develop, plan and facilitate the end of the year banquet for all student staff, including catering, room location, decoration, awards, slide deck and activities.
- Assist with logistics for student staff recruitment events (e.g. tabling and information sessions), interview days and placement meetings.
- Assists with the design and placement of marketing materials for student staff recruitment.
- Evaluate effectiveness of all student staff recruitment events by administering and analyzing program session evaluation forms and attending student staff selection committee meetings.
- Facilitate monthly student staff council meetings, with focus on student staff experience and development.
- Support other program advisor teams (ARD of Academics, ARD of Programming, ARD of Residential Experiences, ARD of Leadership, PACEs, PAREs, and PAAs).
- 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 both the Recruitment and Selection and Training and Development committees.

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- When applicable, assist with professional staff recruitment, including but not limited to serving as student liaison in a search committee, attending candidate meetings, etc.

ROLE MODELING AND LEADERSHIP

- 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.
- 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 Recruitment and Development is informed and updated on all aspects of your work. This responsibility will entail meeting regularly with the AD for Recruitment and Development 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 Recruitment and Development 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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