Lake Erie College
Assistant Residence Director Position
Updated for Academic Year 2016-2017

The Assistant Residence Director (ARD) is a part-time live-in position that reports directly to the Assistant Director of Student Life and the Director of Student Life. As a member of the Student Life staff, the ARD is responsible for the general welfare of all students, encouraging them to maximize their intellectual growth and personal development. The ARD is expected to positively influence, contribute to, and improve the quality of life of the residential student through programming, enforcing college policies and procedures, and by forming personal relationships with each student in his/her residential community.

I. Assistant Residence Director Responsibilities
   a. Maintain a residential living community of 90 residents
   b. Assist in the supervision of 5 paraprofessional Resident Assistant Staff Members
   c. Participate in 24 hour On Call responsibilities along with Residence Directors, including break periods
   d. Attend weekly RA staff meetings facilitated by the Resident Director
   e. Assist with planning and implementing community programs with Resident Assistants: Academic and Social areas as outlined in the RA position description
   f. Participate in the training, selection and evaluation of RA staff
   g. Assist with resident check-in and check-out process
   h. Provide crisis intervention when needed and make appropriate referrals
   i. Intercede regarding policy violations and make appropriate referrals
   j. Provide sensitive, responsive and well informed guidance to residents regarding individual and collective concerns
   k. Be visible and accessible to residents within your community
   l. Represent the Office of Student Life at College functions and events
   m. Other duties as assigned by the Assistant Director of Student Life, Director of Student Life and/or the Vice President for Student Affairs.

II. Departmental Responsibilities
   a. Serve as contact for Student Life Office programs and events when asked
   b. Coordinate, with the Assistant Director of Student Life, large scale campus educational programming such as Alcohol Awareness Week and Sex Week
   c. Other duties as assigned by the Assistant Director of Student Life, Director of Student Life or designee.

III. Compensation
   a. 10 month position (summer employment/responsibilities are available)
   b. On campus apartment, $500 per semester meal plan
   c. Professional development opportunities available
   d. Pet-friendly (once pet is approved and pet contract is signed)

IV. Qualifications
   a. Strong communication, computer and organizational skills; solution oriented
   b. Conflict mediation knowledge
   c. Enthusiasm and willingness to develop, initiate and actively participate in developmental student programming
   d. Ability to work within a residence life team
   e. Able to work with a diverse student population
   f. Sound administrative and supervisory skills
   g. Sense of humor

Interested candidates should send cover letter, resume and three reference contacts to: