



AREA RESIDENT DIRECTOR POSITION DESCRIPTION OFFICE OF CAMPUS LIFE 2012 - 2013

JOB EXPECTATIONS

Campus Life is seeking mature individuals with strong interpersonal skills and leadership abilities to assist students in their personal and academic growth and to develop a hall environment where individual responsibility and respect for differences are fostered and valued. Area Resident Directors (ARD) must challenge themselves to achieve higher levels of awareness concerning their own identities and perceptions, as well as understanding the identities and perceptions of others.

The successful candidate will work with the Assistant Director of Campus Life in the selection, supervision, and training of the Community Advisors. The primary purpose of the position is to assist in the supervision of approximately 50 undergraduate Community Advisors. The expectation of the ARD is to be known, visible, approachable, and active members of the College community. The hall staff position requires dedication, flexibility, commitment and enthusiasm as the ARD will actively respond to the changing needs and situations of residents and Community Advisors. ARDs will be responsible for sharing leadership with co-ARDs and CAs, communicating effectively and maturely with students, staff, faculty and the public.

Area Resident Directors must also maintain sensitivity to cultural norms and work to be an ally for students in matters of diversity. ARDs complement the process of formal education by working with the CAs of their residence halls to establish a positive and inclusive community, thus enhancing the quality of life in the residence halls. A successful ARD is concerned with the growth and development of each individual in their hall and is expected to promote an environment conducive to the overall wellness needs of the residents and encourages student responsibility and accountability.

CORE RESPONSIBILITIES

COMMUNITY DEVELOPMENT:

- Develop respectful and personable relationships with residents, and assist them in getting to know one another.
- Work cooperatively with residents to ensure an environment that displays respect for the rights and privacy of others and promotes consideration of individual needs in a group living environment.
- Recognize and help residents understand the various backgrounds and experiences within the residence hall.
- Hold community meetings at the beginning of each semester and throughout the semester as needed to discuss community issues as well as to provide an opportunity for residents to meet one another.
- Facilitate on-going discussions related to what community members expect of each other as well as how situations will be handled if a member is not living up to those expectations.
- Perform as a mediator in conflicts among residents and staff, within the limits of personal capabilities. Refer to the Assistant Director of Campus Life if necessary.
- Enhance the community within the residence hall by providing educational, cultural, and volunteer programming in conjunction with other campus leaders, Faculty/Staff Residents, and Faculty/Staff Associates.

SUPERVISION:

- Co-supervise a student staff of approximately 10 to 12 Community Advisors and serve as a resource after hours.
- Meet with individual staff members every three weeks to discuss issues related to problems in the hall and individual job performance.
- Conduct monthly staff meetings in collaboration with the Assistant Director of Campus Life.
- Support and participate in staff programming efforts by acting as a resource and monitoring the quantity and quality of their programs.
- Coordinate duty schedule for hall staff.
- Assist in evaluating each Community Advisor's performance informally on an on-going basis, (including attendance), and formally twice a year.

TRAINING AND DEVELOPMENT:

- Develop and implement social and educational programs with your zone and entire staff.
- Design and co-facilitate training and professional development programs during the Fall and Spring training workshops.
- Participate in the application, interview, and selection process for new staff and new Area Resident Directors.
- Work with the Assistant Director to make job offers to and coordinate placement for new staff.
- Actively participate in the Student Leadership Committee, consisting of improving lines of communication and collaboration with peer student leadership positions on campus.

INTERPERSONAL SKILLS:

- Provide for the positive influences of group living: recognition of varying lifestyles, attitudes, and values; development of mutual respect and concern; encouragement of self-discipline; emphasis of citizenship as a central focus in residential living.
- Convey a positive attitude towards the hall staff position and its responsibilities. Represent Colby College and the hall staff program in a professional manner to the students, staff, faculty, and the public.

ADMINISTRATIVE RESPONSIBILITIES:

- Attend and *actively participate* in weekly hall staff meetings.
- Check Area Resident Director mailbox in Campus Life Office on a daily basis.
- Keep CAs informed of all pertinent campus information and deadlines, including, but not limited to, posting flyers and sending announcements.
- Attend and fully participate in the CA selection process as well as Room Draw nights as assigned by your supervisor.
- Participate in weekend community support capacity through an on-call system.
- Remain on campus through all contract dates.
- Work with residents in minimizing vandalism and damage to College and Residence Hall Property. Provide the Office of Campus Life with information to assist with damage assessment.
- Report to, and meet regularly with the Assistant Director of Campus Life for Residential Education and Living.

RISK MANAGEMENT:

- Communicate and follow up with Campus Security concerning disturbances, circumstances out of the ordinary, or whenever needed.
- Hall Staff members serve as mandated reporters for sexual assault issues that are considered above and beyond their professional skills. When the immediate health of students is at risk, ARDs are required to contact Campus Security.

Area Resident Directors work with elected student leaders and Faculty/Staff Residents in facilitating an environment which contributes to the intellectual, social, spiritual, and cultural development of all Colby students. He/she assumes overall responsibility for the management of a residential area with approximately 25-60 students. The primary responsibility, after his/her academic work, must be the position of Area Resident Director. All ARDs must be full-time students in good academic and judicial standing, with a minimum cumulative and semester GPA of 2.50. Area Resident Directors receive an estimated salary of \$4,000 for the 2012-2013 academic year paid in biweekly installments including Jan Plan. ARDs not on campus during Jan Plan will not be paid for that month, thereby decreasing the overall salary. ARDs may hold only one job on campus, and that is their position as an ARD.



COMMUNITY ADVISOR 2012 – 2013 CONTRACT DATES:

Wednesday, Aug 15 th	ARDs Return: Training to begin at 6 pm
Sunday, Aug 19 th	New Hire CAs (hired in Spring of 2012) Arrive: Training to begin at 5 pm
Monday, Aug 20 th	Returner CAs Arrive: Welcome & Introductions begin at 6 pm Orientation Begins Tuesday, Aug 28 th Training & Orientation ends Tuesday, Sept 4 th
Tuesday, Nov 20 th	Hall Staff must remain on campus until 5 pm to close residence halls (Thanksgiving Recess)
Wednesday, Dec 19 th	Hall Staff must remain on campus until NOON to close residence halls. (Winter Recess)
Saturday, Jan 5 th	All Jan Plan hall staff must return to campus by 2 pm to begin Training & Orientation prep at 3 pm
Sunday, Jan 6 th	All Jan Plan hall staff must participate in Mid-Year Orientation
Monday, Feb 4 th	All CAs Return to Campus by 4 pm for Spring Training Training will continue throughout Tuesday, February 5 th
Saturday, Mar 23 rd	Hall Staff must remain on campus until NOON to close residence halls (Spring Recess)
Mon, May 20 – Sun, May 26	Non-Senior Hall Staff must remain on campus for responsibilities with Senior Week, Baccalaureate and Commencement
Monday, May 27 th	Non-Senior Hall Staff must remain on campus until 9 am to close residence halls.

