

ASSISTANT RESIDENT DIRECTOR

Position Description



Position Summary

Assistant Resident Directors (ARDs) work with the Residential Services team to foster an inclusive residential environment that fulfills the mission, goals, and vision of the Division of Student Affairs. ARDs are 10-month, 20 hour a week, **master's** seeking students who live-in and collaborate with the Resident Director to provide overall management of a residential area. The ARD reports to a Resident Director and indirectly to an Assistant Director in Residential Services. This position includes working with diverse groups of students, staff, and faculty in a competitive academic environment.

An Assistant Resident Director should be well-organized and able to work in a fast-paced, complex organization with daily priority changes. A successful ARD should possess excellent interpersonal communication, organization, administration, and supervision skills as well as a commitment to educate students, engage the community, and enrich the Northwestern experience.

Primary Duties and Responsibilities

- Assists in the development of an inclusive community in a select area of campus consisting of multiple halls, housing from 150-600 students
- Assists in the coordination of the overall administrative management of a residential area including but not limited to: occupancy, facilities, keys, opening/closing, and finances
- Directly supervise 4-6 student staff members. Co-supervise and co-facilitate the recruitment, training, and development of up to 15 student staff with a full-time Resident Director
- Develop meaningful relationships with students by providing opportunities for growth and development
- Collaborate with area leadership to facilitate an academically supportive community
- Serve as a student conduct administrator and adjudicate violations of Residence Hall and University policies and procedures
- Serve on at least one departmental committee
- Utilize technology including but not limited to: Maxient, When to Work, Microsoft Outlook, SchoolDude, SharePoint, RMS Mercury, and KeyTrak®
- Other duties as assigned
- Duties and assignments are subject to change at the discretion of the department Director, Assistant Director, or Residence Director; the amount of time devoted to each area may vary from time to time

Additional Duties and Responsibilities

- Additional opportunities may include co-managing an efficient neighborhood desk, co-advising the Programming Board, collaborating with a Faculty In Residence, etc.

Compensation

The ARD will receive a \$1000.00 monthly stipend (10 months) plus housing accommodations and a meal plan to use when the campus dining halls are open. Please note, the candidate selected for this position will not receive any additional benefits, other than the stipend, apartment and meal plan stated above. The ARD can purchase a faculty/staff parking pass through parking services, but is not covered by the department. We are not able to offer a tuition waiver, health insurance, or other benefits.

Minimum Qualifications

A successful candidate will have the following qualifications: Undergraduate experience living on campus. Enrolled in a graduate program at Northwestern University or other local institution for the entire 2018-19 academic year.

The ARD position requires the ability to review written documents, manuals, and online materials; operate office equipment including computers, cell phones, printer equipment as well as being able to assist others in doing so; and lift and carry at least 10 pounds. The ARD position requires the ability to monitor social and educational activities, recognize fire alarms, and recognize facial features for security purposes. The ARD must be able to ascend stairways and have the ability to identify potential safety hazards and to be able to monitor adherence to rules and policies. The ARD must have sufficient abilities to provide clear instructions and directions in emergency situations where rapid and clear communication is essential.

Preferred Qualifications

Experience working with front desk operations and/or community development. Experience working with high-achieving and diverse students in a fast-paced environment. Experience with the implementation and assessment of student learning outcomes. Experience as a Resident Assistant (RA) or similar position as an undergrad.

Enrolled in the Master of Science in Higher Education Administration and Policy program at Northwestern or comparable program at another local institution.

Application Process

Interested candidates should email a cover letter detailing their interest in and related qualifications for the position, along with a resume to:

Amanda Mueller

Assistant Director, Residential Services

Amanda.mueller@northwestern.edu

Applications will be accepted and reviewed until the position is filled.

*Employment term: August 6, 2018 to June 28, 2019

About Northwestern University

Recognized both nationally and internationally for the quality of its educational programs at all levels, Northwestern University is a private institution founded in 1851. The University has two campuses located on Lake Michigan: a 240-acre campus in Evanston, the first suburb north of Chicago, and a 25-acre campus in Chicago. Northwestern also has a campus in Education City, Doha. Northwestern University in Qatar (NU-Q) offers undergraduate degree programs in communication and journalism.

Northwestern combines innovative teaching and pioneering research in a highly collaborative environment that transcends traditional academic boundaries. It has distinguished itself by encouraging innovation and integrating experiences across fields. Northwestern provides students, faculty, and staff exceptional opportunities for intellectual, personal and professional growth in a setting enhanced by the richness of Chicago.

Northwestern's Residential Services program serves nearly 4,200 undergraduates and nearly 650 graduate students in more than 30 residence halls, residential colleges, and residential communities. Visit our website for more information about the department's mission and operations: <http://www.northwestern.edu/living/>.