

**Concordia University Wisconsin
Department of Residence Life
ASSISTANT RESIDENT DIRECTOR CONTRACT 2023-2024**

University Mission Statement

Concordia University is a Lutheran higher education community committed to helping students develop in mind, body, and spirit for service to Christ in the Church and in the World.

Division of Student Life Purpose Statement

The Division of Student Life seeks to help students develop by providing opportunities, which create a purposeful, open, just, disciplined, caring, and celebrative community.

Department of Residence Life Purpose Statement

The Department of Residence Life provides a quality, caring residential community for students, which supports their academic goals and personal development.

Purpose of the Position: Assistant Resident Directors are a most integral part of Residence Life. ARDs are assigned to assist a Resident Director and support the Resident Assistants in (a) specific hall(s). Their primary responsibility is to act as a student leader in Residence Life, focusing on building community among the RAs and supporting their efforts in the halls. The ARD articulates to students the philosophy and policies of Concordia University Wisconsin. ARDs represent Residence Life as a role model in all facets of University life. The six (6) basic roles of the ARD are:

***Community Facilitator * Team Member *Administrator *Programmer *Policy Advocate *Referral Agent**

Supervisor: The ARD directly reports to the Resident Hall Director of the hall area to which s/he is assigned.

Requirements and Expectations:

1. Must be enrolled as a full-time student at Concordia University Wisconsin. Maintains a 2.50 grade point average each semester and a 2.50 cumulative grade point average.
2. Will be placed in a hall as determined by Residence Life and may be reassigned at any point during the academic year.
3. Practice open communication at all times with the Office of Residence Life—which includes all professional and support staff members.
4. Any other off-campus employment not to exceed 10 hours per week, must be approved by the supervising Resident Director.
5. No other university employment is allowed during Fall and Spring semesters. Spring graduating ARDs may hold summer on-campus employment.
6. Must be in good standing with the University and Residence Life. An Assistant Resident Director cannot be on disciplinary or academic probation.
7. Acts as a positive representative of the University and Residence Life in interactions by role modeling behavior in line with the CUW mission.
8. Additional expectations and duties as set forth by the Director of Residence Life, Resident Director, and the ARD Manual, which includes office hours.

Responsibilities:

Community Facilitator

- Be available and accessible to the residents and RAs by spending quantity and quality interaction time in assigned residence halls.
- Respect and maintain confidentiality of staff and students.
- Develop a responsible living environment by helping the residents enforce community standards.
- Consistently encourage responsible behavior by the residents.
- Respond to emergency situations quickly.

Team Member

- Attend and participate in all staff training;
 - Attend and participate in ARD Training.
 - Attend and assist with RA Fall Training and Winter Training.
- Attend RA Training Classes (RATC) as scheduled – frequency depends on the month and time of semester.
- Attend weekly staff meetings and individual meetings as determined by Resident Director.

- Maintain consistent presence and availability in assigned residence halls during the week.
- Develop staff community by working cooperatively, supporting, and displaying a positive attitude toward all staff.
- Communicate all extracurricular activities, with Resident Director in terms of time management.

Administrator

- Check CUW email daily and keep work-related communication professional.
- Be available for the opening and closing of the residence halls as follows:

August 25-27, 2023 December 15-17, 2023 January 5-7, 2024 March 1, 2024 March 10, 2024 May 3-5, 2024

- Complete administrative tasks—submit maintenance requests, weekly reports, incident reports, program evaluations, room condition reports, rounds, etc.—as assigned and in the time frame specified by supervisor.
- Share in the scheduling of, and assist in, the check-in/check-out duties of hall staff.
- Carry master keys only during duty or an emergency situation.
- Participate in the 2024-2025 Resident Assistant Selection Process as designated by Residence Life.

Programmer

- Support RA programs for assigned halls.
- Work with Resident Hall Director to facilitate all-hall programs and all-campus programs.

Policy Advocate

- Actively confront all disciplinary situations and document them as appropriate within 12 hours of the encounter.
- Uphold and exemplify all policies and programs of Concordia University Wisconsin and Residence Life.
- Articulate University policy and procedures to residents.

Referral Agent

- Document and report all emergency situations to Resident Director immediately.
- Refer students to appropriate campus offices and community agencies for personal, social, and academic concerns to on-campus resources.
- Keep residents apprised of University happenings by posting current information on the floor(s).

Compensation: Compensation will be a stipend of the approximate cost of room, divided into bi-monthly paychecks.

I have read and understand the requirements, expectations, and responsibilities of the Assistant Resident Director position and fully accept them. I understand that the ARD position is to be secondary only to academic responsibilities. I further understand that failure to meet any of the above expectations may result in disciplinary action, which can include forfeit of pay, probation, or termination of my position.

Resident Assistant signature

RA Name – printed

Date

Director of Residence Life signature

July 30, 2023
Contract start date

May 5, 2024
Contract end date