



The University of Massachusetts Amherst
Housing and Residence Life Department
Now accepting applications for:

Assistant Residence Director

for the 2008 – 2009 Academic Year

Assistant Residence Directors (ARDs) are live-in graduate student staff members working in Housing and Residence Life. The ARD serves as an active and visible residence hall staff member and participates in student development, community development, leadership development, activity development, administration, policy enforcement, crisis management, and staff development. All ARDs are expected to participate in comprehensive pre-service orientation programs, as well as in ongoing in-service training. First year ARDs are required to be available every Thursday morning for Department and Area meetings. **Employment begins on September 22, 2008.**

30 hour per week ARD Position: ARDs working 30 hours per week are required to hold at least fifteen office hours each week (Monday-Friday) between the hours of 10:00am-5:00pm. Compensation for the 30 hour position includes a stipend of \$14,188.80, tuition waiver, and a furnished apartment valued at \$4,200 (the value of which is considered part of the total compensation package)

Responsibilities include:

- Community Development
- Activity/Program Development
- Student Group Advising
- Resident Assistant Training and Supervision
- Crisis Management
- Student Conduct/Judicial Meetings
- Cluster Office coordination (including maintenance and operations and keys)
- Residence Hall Openings and Closings
- Living & Learning Community Programs/Residential Academic Programs coordination
- Department, Area, and Cluster Staff Meetings
- Office Hours
- Departmental Committee Work (30 hour position)
- Support Non-Discrimination, Affirmative Action, and Diversity Issues in Performance of Duties

Experience Required:

Minimum:

- Enrolled as a **full-time graduate student** in a degree-granting program at the University of Massachusetts Amherst.
- Strong interpersonal, communication skills and the ability to interact effectively with a diverse population.
- Demonstrated experience and skills related to program development, student development, and work with groups.
- Familiarity with residence hall systems and/or other education administration or management experience.

Preferred:

- One or two years experience living in a residence hall system.
- One year experience as a Resident Assistant, student organization leader, and/or directly related work experience.

To Apply:

Submit a Resume, Application Form, and 3 Reference Forms* to:

Assistant Residence Director Search Committee
University of Massachusetts Amherst
203 Berkshire House
121 County Circle, Amherst, MA, 01003.

Application priority deadline: Friday, September 12, 2008.

You may also submit via email to ardsearch@gw.housing.umass.edu or fax to 413-545-1517.

*Application and Reference Forms can be downloaded at <http://www.housing.umass.edu> under employment

For More Information:

Contact Jodie Castanza or Lois Brown at 413-545-2821.
or email ardsearch@gw.housing.umass.edu