

Assistant Resident Director

Department of Residential Living
Western Carolina University

Assistant Resident Directors are full-time graduate students at Western Carolina University who work under the supervision of an assigned Resident Director to provide additional leadership and support to a residential facility. The Assistant Resident Director will work with a specialty community, representing either Western Peaks (a first year student community) or Western Extremes (a community charged to support the needs of sophomores and juniors). Assistant Resident Directors work collaboratively with Academic Affairs, Student Affairs, and other various student support services to promote the cognitive and psychosocial growth and encourage a seamless college experience for all residents living in their building.

Duties:

- Assist in the selection, training, and supervision of anywhere from 6 to 24 Resident Assistants.
- Assist in the daily administration of their building. This may include, but is not limited to maintaining hall rosters, managing room change processes, reviewing maintenance issues, overseeing hall budgets, and completing other reports a necessary.
- Adjudicate violations of the University Code of Student Conduct.
- Advise students in response to crisis or stressful situations.
- Serve on departmental or university committees.
- Serve in a weekend on-call rotation to provide emergency management for the campus (approximately once a month).
- Participate in professional and paraprofessional staff selection and training processes.
- Schedule and maintain a minimum of 10 office hours per week.
- Attend weekly one-on-one, building staff, and departmental staff meetings.
- Co-teach an academic course (either the Resident Assistant Leadership course or a first-year seminar).

Buildings:

Assistant Resident Directors are currently assigned to the following buildings at WCU:

- Scott Hall:
 - All freshman community (*Western Carolina Peaks*)
 - 2 Assistant Resident Directors
 - 24 Resident Assistants
- Walker Hall:
 - All freshman community (*Western Carolina Peaks*)
 - 1 Assistant Resident Director
 - 12 Resident Assistants
- Buchanan Hall:
 - Predominately freshman community (*Western Carolina Peaks*)
 - 1 Assistant Resident Director
 - 7 Resident Assistants
- Norton Road Hall (*note this position is currently filled for 2011 – 2012*):
 - Predominately upperclassmen (*Western Carolina Extremes*)
 - 1 Assistant Resident Director
 - 8 Resident Assistants
- Reynolds Hall:
 - Predominately upperclassmen (*Western Carolina Extremes*)
 - 1 Assistant Resident Director
 - 6 Resident Assistants

Educational Goals:

- This position provides students with opportunities to work directly with college students in a variety of settings. Thus, enabling students in this position to apply theories learned in class to real life situations and experiences.
- This position exposes students to a variety of functions of an institution of higher education giving the practical knowledge of the everyday operations of the university.
- This position requires students to work with a diverse student population giving them working knowledge of a variety of developmental theories.

Qualifications:

- Acceptance into a graduate program.
 - Note: preference is given to students in the College Student Personnel Program. Candidates from other programs are welcome to apply, but will likely not be considered until after April 1, 2011.
- Students may take a maximum of 12 credit hours each semester.
- Prior experience in Residence Life preferred.
- Evidence of strong organizational and interpersonal skills.
- Commitment to student development, living learning centers, and community development.

Employment Period:

This is a term-limited appointment. Staff will report to campus for training in mid-July (*training starts approximately July 15, 2011*). Staff may be required to some breaks (typically fall and Easter breaks). Employment ends approximately one week after the end of the spring semester.

Compensation:

- \$9,000 per 10 months stipend.
- One bedroom furnished apartment in the building where you are assigned to work.
- Meal plan valued at \$1,000 per semester.
- Reserved parking next to building (*staff still pays for cost of regular student permit – approximately \$60*).