Job Posting

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Reports to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director, Residence Hall, Graduate Assistant (Female)</td>
<td>Student and Academic Services, Student Affairs</td>
<td>Director, Residence Hall and Director of Residence Life</td>
</tr>
</tbody>
</table>

Scope of Responsibilities: The main responsibility of the Assistant Resident Director is to assist the Resident Director in leadership and presence in the Residence Halls. This is in order to assure stability in spiritual, physical, emotional, and mental well-being in the residence halls.

General Responsibilities: 15 hours per week plus training. Participate in ARD training (including the RD Drive-in the first Friday of August, if applicable). Participate in RA retreat and training (August 10-18, 2018, one weekend in Spring semester). Intentional contact time with students in Residence Hall. Assist RD with administrative tasks (documentation, emails, etc.). Bi-weekly Residence Life staff meeting. Participates in monthly ARD meeting. Leads monthly meeting with small group leaders. Participate in weekly RA staff meeting (cluster). Plan hall-specific programs with RD. Weekly one-on-one meetings with RD, residents, and other leaders. Serve on one Residence Life Task Force each semester. General presence in Residence Hall (some weekends and weekdays when RD is absent). Assist when requested in student conduct processes. Various tasks as needed by the RD or Director of Residence Life Assist with break and end of year walk-throughs and closing of the hall. Optional other responsibilities such as Student Affairs/GEM meetings, RA/RD interviews, and other Training opportunities. Additionally, ARDs will assist with other areas of Student Affairs up to 5 hours per week. This will be an additional, hourly responsibility and will be paid as such. This additional responsibility will be overseen by the director of that area. Areas may include: SA Office work, Student Organizations, Intramurals, Discipleship, Safety, Career, or Housing.

Qualifications:

Minimum: Interpersonal and Administrative abilities. Vision for discipleship and leadership development. Must enjoy students and have a mindset of mentoring undergraduate student employees under supervision. Should lead in a way that sets a good example. Should be a positive individual with outgoing, likeable personality, and excellent social skills. Needs to have a team-player mentality and be flexible since living quarters are near and among students in a residential setting. Communicates effectively one to one and in small groups. Enrolled as a graduate student (will also consider undergraduates with RA or “life experience and proven, relational/ministry abilities).

Preferred: Bachelor’s degree. Previous Residence Life experience

Status: Full Time; Exempt

A completed staff application, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at [http://www.grace.edu](http://www.grace.edu)