



Department of Residence Life  
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## **ASSISTANT RESIDENT DIRECTOR** **Position Description**

The Department of Residence Life at Loyola University Chicago provides housing, programming and related services to 4,800 students residing in traditional and apartment style residence halls. The Assistant Resident Director (ARD) is 10-month (0.83FTE), entry-level professional position in the Department of Residence Life and the Division of Student Development with a maximum appointment of four years. The ARD reports to a full-time, master's-level Resident Director and assists in creating living and learning environments that encourage student and community development. The ARD is expected to incorporate the principles of transformative education in the Jesuit tradition into their work with special emphasis on the development of the whole student.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Demonstrate an understanding of and appreciation for the Jesuit mission and the values of Loyola University Chicago, including a commitment to social justice and inclusion
- Assist the Resident Director with administrative functions for day-to-day operation of the assigned residence hall/area
- Assist the Resident Director with supervision, training, and evaluation of paraprofessionals in assigned residence hall(s)
- Participate in the departmental 24/7 on-call duty and emergency response system for campus community of 4,800 residential students
- Provide support, assistance and referrals to resident students regarding academic, housing, personal or other concerns
- Provide conflict mediation, crisis intervention and appropriate follow-up for students in the residential community
- Assists with the implementation and evaluation of educational opportunities in the residence hall(s), which includes providing support/resources for events, the residential curriculum, learning communities, and academic support initiatives
- Serve as a University Conduct Administrator and adjudicate student conduct cases that occur in the residence halls
- Advise a resident student organization, which may include hall/area council, Residence Hall Association, or National Residence Hall Honorary
- Assist the Resident Director with the maintenance of residence halls in cooperation with the Facilities Department
- Maintain office hours for availability to students, including some weekend and evening commitments
- Serve on departmental and divisional committees as applicable
- Fulfill other duties as assigned by departmental management

**Note:** *The maximum appointment for Assistant Resident Directors is four years. Although in no event will an appointment extend beyond four years, there is no minimum period of employment. The appointment is terminable at-will by the University or employee.*

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree required
- Prior experience in residence life and/or other areas of student affairs
- Ability and willingness to work varied hours including evenings and weekends as needed
- Ability and willingness to reside in the assigned residence hall community (furnished apartment)

**Note:** *Employment is contingent upon a satisfactory outcome of a criminal background check*