



Assistant Residence Director Job Description

The Assistant Residence Director (ARD) works within the Department of Residence Life and serves students that live on campus. Each residential building has an ARD that oversees community development, programming, staff development, and daily operations of the building. Each building has a team of RAs that work together to build a community focused on academic success, personal growth, and building relationships.

Minimum Qualifications:

- All ARDs must live on campus during employment as an ARD
 - o Preference given to on-campus experience candidates
- ARDs must be enrolled in an Elms college graduate or post-bachelorette program

Primary Duties and Responsibilities:

- Community Development
- Relationship Building
- Programming/Event Planning
- Incident Response
- Creating an inclusive environment

ARD Job Description:

- This position is for the period of August 1, 2026 through May 31, 2027 when Elms College is in session, or when you reside in the residence halls during academic breaks. ARD are eligible to hold the position for a maximum of 2 years, contract renewal based upon performance.
- The ARD's immediate supervisor is the Director of Residence Life.
- ARDs will actively participate in all trainings.
 - o ARD Training: Aug 3, 2026 – Aug 7, 2026
 - o Fall RA Training: Aug 17, 2026 – Sept 2nd, 2026
 - o Winter RA Training: Jan 19, 2027
- An ARD will fulfill all assigned duty hours and responsibilities; ARDs will average two duty night per week and five weekends per semester. On-Call 4:30pm - 8am. Weekends are on-call 24/7.
 - o On-Call refers to inactive duty. This means you have the duty phone and will need to respond to incoming calls. You must be within 30 minutes of campus. You cannot work another job/or have other responsibilities that prevent you from responding.
- ARDs will be responsible for a majority of the Residence Hall programming within their building(s). A minimum of one program per week.
 - o RAs will assist ARDs in programming efforts and will be expected to attend a minimum of 50% of in-hall programs.
- ARDs will attend weekly department meetings and weekly 1-on 1 meetings with the Director of Residence Life.
 - o Weekly meetings are 1 hour and 30 minutes

- 1-on-1s are scheduled for 1-hour timeslots
- A RA will report all infractions of Elms College policies, rules, and regulations.
 - RA are mandated reporters; RAs will be trained as Campus Safety Authorities.
 - RAs must report underage alcohol situations, drugs, sexual assault, Assault, Theft, Arson, Arrests, Domestic Violence, Hate Crimes, etc.
- A RA may work other on and off campus jobs but they should not exceed 20 hours per week. Time constraints should be discussed with the Director of Residence Life.
- A RA will need to be available to open and close the Residence Halls during all breaks.
 - Fall 2026 Opening Day: Aug 31st, 2026
 - Thanksgiving Closing: Nov 24, 2026
 - Winter Break Closing: Dec 11, 2026
 - Spring Opening Day: Jan 19, 2027
 - Spring Break Closing: March 12, 2027* TBD
 - Spring Closing: May 7, 2027
- Each RA will be assigned a collateral assignment; to be determined by Residence Life Department and RA preferences. See Residence Life Collaterals for more information.

Compensation

An ARD will receive compensation in the form of full room and board.

- Room: Single room/apartment in designated hall
- Board: Unlimited Plan + 250 flex dollars
- \$10,000 Yearly Stipend
- 9 Credits per major term (Fall & Spring)

Professional Development

- ARDs must complete 4 Professional Development Workshops throughout the academic year
 - Student Leadership Day, 413 Conference, Oppression Tunnel – DEI, etc. or Approved by Director of Residence Life

ARD Weekly Hour Breakdown

Duty	6 Hours
Staff Meeting	1.5 Hours
Student Affairs Meeting / Pro Staff	1.5 Hour
RA Meetings	3 Hour
Office Hours	10 Hours
Total	22 Hours