ABOUT EMMANUEL COLLEGE:
Emmanuel College—a Catholic, coeducational, residential, liberal arts and sciences college in Boston—has been educating critical thinkers, ethical decision makers and community leaders since 1919. Situated in Boston's Fenway neighborhood within the Longwood Medical and Academic Area, Emmanuel's 17-acre campus is home to nearly 2,000 undergraduate and graduate students. The College provides boundless opportunities for students to expand their worldview through rigorous coursework, significant internship and career opportunities throughout the Boston area and beyond, collaborations with distinguished and dedicated faculty, and participation in a dynamic campus community. Emmanuel's more than 70 programs in the arts, humanities, education, natural sciences, business and nursing foster spirited discourse and substantive learning experiences that honor the College's commitment to educate the whole person and prepare students to emerge as tomorrow's leaders. For more information, visit www.emmanuel.edu.

JOB DESCRIPTION:
Reporting to the Associate Director of Residence Life, the Assistant Residence Director is responsible for assisting in the implementation of the programming
model and creating an inclusive upper-class community, as well as assisting in the development, co-instruction and supervision of Resident Assistants in the non-traditional residence hall environment. Duties include participation in the after-hours duty rotation and supporting departmental initiatives and programmatic efforts.

This is a ten month, part-time (15 hours/week), live-in position. The option for summer work is possible. If the New Residence Hall ARD wishes to remain in housing over the summer because he or she will be working for Emmanuel College in the fall, they must be a part of the summer duty rotation. If the New Residence Hall ARD is not returning to the position in the fall semester, then their last day eligible for housing will be July 15th. The compensation for this position is a furnished apartment, a partial meal plan, cable television and Internet access.

**Provides leadership and support to the residence hall community.**

Assist in the development of an environment that supports and promotes opportunities for individual growth, respect for persons and property, and a sense of community living and shared responsibility.

Regularly interact with students through formal and informal contacts (i.e., office hours, attendance at campus activities and floor programs) with the goal of understanding the campus and residence hall communities and learning the names, strengths and concerns of resident students.

Acts in an advising capacity and refers students to appropriate campus offices, services and resources.

Assists in coordination of programming efforts in the residence hall in accordance with established procedures.

Assist Office of Residence Life with initiatives involving the improvement of resident retention

Serve as Conduct Hearing Officer
Participate and present during fall and winter trainings for student staff

Serves in "on-call" capacity with a professional on call staff.

Responds to student and facility incidents and/or emergencies.
Reports to incident scenes in timely manner to inspect, assesses, supervise and/or act in response to incidents and/or emergencies in accordance with established polices.
Supervises, observes and inspects extensive areas in all residence halls while "on duty".
Support the Resident Assistant staff in their role after hours.
Health and safety’s

Provides administrative management and support to departmental systems and tasks.

Attends and participates in Residence Life and Housing weekly staff meetings.
Participate in the On-Call staff meetings; usually once a month plus training sessions throughout the year.
Other duties as assigned by the Associate Director and Director of Residence Life

Will work in conjunction with the Assistant Directors/Residence Directors in the administration and leadership of students on campus:
Front Desk
Judicial System
Programming
RA Leadership and Recognition
RA Selection
Room Selection
Website

**StrengthsQuest Achievement Program:**

The ARD will help the Associate Director in implementing the StrengthsQuest Achievement campus wide program.

Assist in recruitment of Strengths Fellows as well as help to coordinate their training prior to the programming taking place.

Recruit new students to join the program for both fall and spring semesters

Participate in instructing a strengths section

**Other Duties as assigned**

**REQUIREMENTS:**

A Bachelor's degree is required. Past Residence Life and Housing experience is strongly preferred. A candidate should be a graduate student at a regionally accredited college or university in Student Personnel, Higher Education Administration, Counseling or other related field. Candidates must possess and exhibit positive role modeling behavior as it relates to academic performance, social interaction, and policy enforcement as outlined in the Emmanuel College Student Handbook.

**ADDITIONAL INFORMATION:**

Emmanuel College seeks to create a working and learning environment that reflect the society and community in which we are located, and we actively encourage candidates of all backgrounds to apply.
APPLICATION INSTRUCTIONS:

After submitting your resume with this application form, you will be prompted to complete an Applicant Profile where you will be able to upload your cover letter and list of references.

In order to be considered for this position, you need to submit all three documents: a resume, cover letter and a list of three references with phone numbers.