Assistant Residence Director Job Description

Job Description Two (2) positions available. The Assistant Residence Directors (ARDs) work closely with the residence director to ensure that the Pre-Freshman Program (PFP) runs effectively by monitoring the daily activities of PFP and providing direct supervision to peer mentors. The ARD must be willing to enforce program rules and policies and exercise discipline as necessary at the direction of the Residential Director. The ARDs will handle operational duties that include chaperoning weekend events, event sign-up and sign-in management and monitoring student wellness. Familiarity with the Penn environment and knowledge of campus resources beneficial to first year students preferred but not required.

PENNCAP and PFP Program Overview
The University of Pennsylvania College Achievement Program (PENNCAP) works closely with a diverse group of academically-talented students, many from low-income and/or first-generation backgrounds, to support their success at Penn. Staff provide coaching, counseling, academic assistance, and cultural enrichment so that students can more confidently move towards their personal and academic goals.

PENNCAP students often begin Penn by joining the Pre-Freshman Program (PFP). PFP is an academically rigorous and intensive four-week summer residential program preceding New Student Orientation (NSO). PFP is a chance for participating students to get an academic and social edge, while familiarizing themselves with Philadelphia and Penn's campus. The program, while academic in nature, encourages students to form lasting bonds of friendships through regular social and cultural activities. Students who have participated in the program report that it has made the difference in their life at Penn.

REPORTS TO: PENNCAP and PFP Associate Director

DUTIES:
- **PFP Program**
  - Supervise six-seven Peer Mentors through continual coaching and guidance from program training to PFP culmination to carry out their daily duties.
  - Provide leadership while monitoring the day-to-day activities of PFP students ensuring that program rules and policies are being followed, along with enforcing disciplinary actions when violated.
- **Operations**
  - Manage administrative responsibilities that include, but are not limited to the following: facilitate daily Peer Mentor staff meetings with ARD and RD, delegate daily event tasks (Peer Mentor chaperones and tasks at event, supplies, leave), manage calendar of cultural and social events, oversee Peer Mentor coordination of events, manage event promotion.
  - Serve as the “RD on Duty” for a 24 hour period, except during scheduled days off (four in total).
  - Attend daily staff meetings with Program Director.
- **Building Community**
  - Promote a peaceful and respectful residential environment by managing and confronting situations as necessary.
  - Plan activities that promote and increase team performance and morale among Peer Mentors and Assistant Residence Directors.
- Other duties as assigned.
QUALIFICATIONS
- Must be pursuing a Master's degree in Higher Education Administration, Student Affairs or comparable program.
- One-to-two years of experience designing and implementing Residential Life processes.
- Good organizational, computer and communication skills.
- Able to facilitate workshops on cultural differences, campus safety and financial budgeting.
- Experience working with high school and college-aged populations.
- Ability and willingness to enforce program rules and policies as needed.
- Strong leadership, supervisory, and administrative skills.
- Multicultural awareness and understanding of diversity issues.
- Administrators or Teachers in a high school setting strongly preferred.

COMPENSATION
- The salary for this position is $4,000, includes a free private apartment and weekday meals.

TERMS OF EMPLOYMENT
- This is a six-week, ‘live-in’ residential position.
- Commitment dates for this position are from Monday, July 8 to Saturday, August 17, 2019
  - Staff training: July 8 – July 19, 2019
  - Pre-Freshman Program: July 20 – August 17, 2019

HOW TO APPLY
- Complete online application, found here.
  - Upload resume and cover letter via the online application.

Interviews will commence immediately and continue, on a rolling basis, until the position is filled. Preferred application deadline is March 31. No undergraduate student inquiries, please.