Assistant Resident Director Position  
Norfolk State University  
Housing & Residence Life  
Job Analysis  

**General Description:** The Assistant Resident Director (ARD) is a member of the Housing & Residence Life (HRL) team and reports directly to the Associate Director for Residence Life and Academic Initiatives. This position is responsible for assisting in fostering the Spartan Residential Experience by providing administrative, supervisory, and programmatic support to an assigned residence hall.

**Job Specifications/Qualifications:**

- Candidates must have completed the requirements for a Bachelor’s degree from an accredited higher education institution and be enrolled at Norfolk State University as a full-time, degree-seeking graduate student (at time of appointment).
- A GPA of 3.0 or better must be maintained as a requirement for the position.
- Candidates must have a completed graduate assistant application on file in Housing & Residence Life.
- Demonstrated skills in the following areas are highly desired: supervision, critical thinking, working independently, interpersonal skills, organizing, attention to detail, ability to meet deadlines, staying flexible, and persistence.
- Degree background/coursework in psychology, counseling, sociology, student personnel services, or related field is not required, but preferred.
- As the position is considered the graduate assistant’s primary non-academic activity, the ARD may not accept any other employment. Practica and internships must have prior written approval.

**Duties and Responsibilities:**

- Assist Area Coordinator(s) and Resident Director(s) in the facilitation of the day-to-day operations of assigned residence hall(s).
- Co-supervision of hall Resident Assistant (RA) staff team to include staff scheduling, staff development, and staff performance evaluation.
- Establish and foster a residential community environment that is not only consistent with the mission, vision, and core values of HRL, but also conducive for living-learning.
- Act as a first responder in times of crisis and emergency as well as serve as an advocate for residents.
- Model appropriate behaviors and serve as a role model for residents within assigned hall(s).
- Actively participate in professional development and leadership opportunities which enhance the graduate assistant experience.
• The ARD will work a total of 29 hours per week; serve in a rotating on-call weekend duty rotation, as well as be available outside of scheduled work hours as needed.

• Other duties as assigned.

Remuneration: The graduate assistantship is a 10 month position (mandatory staff training begins in late July and responsibilities end in mid-May). The ARD will receive an hourly compensation of $13.00 and the position also includes a room and board scholarship. As this position is an hourly-wage employee and is classified as a graduate assistantship, standard employee benefits are not offered.

For additional information, please contact:
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