

Position Description: Student Assistant Residence Director (SARD)

(6 positions – Bischoff Hall, College Park Apartments, Laurel Hall, Mackin Hall, The Overlook, The Village)

The Student Assistant Residence Director (SARD) is primarily responsible for acting as a resource and mentor while overseeing the community-building aspect of a Residence Hall/ Area. Maintenance of the physical operations of the residence hall/area including the opening and closing of the residence hall/area, room inventory reporting, damage reporting, and office operations are also the responsibilities of the SARD. SARDs are expected to foster caring, inclusive residential communities along with opportunities for students to gain experiences that complement classroom learning. Through a holistic student well-being approach, SARDs encourage students to become engaged leaders, and develop interdependence along with responsible decision-making and life skills.

Any student receiving Federal Financial Aid should check in with the Office of Financial Aid to review your account to determine if becoming a Student Assistant Residence Director would have an impact or result in any changes to your existing financial aid awards before applying to be a Student Assistant Residence Director.

Knowledge Skills and Abilities

- SARDs must demonstrate knowledge of the College and the Residence Life policies and procedures. SARDs must also have the following abilities: to communicate well in group and individual situations; to establish rapport with a wide variety of people; to design and implement experiences to meet specific established goals; and to quickly evaluate crisis situations and respond appropriately.

Major Operational and Area Responsibilities

- Serve as Student Assistant Residence Director for an assigned area in order to meet residents' academic and social-related needs. This includes, but is not limited to, completing door decorations and bulletin boards as needed.
- Assist with the day-to-day building operations of the assigned residence hall/area including oversight of the mail distribution and delivery. Coordinate daily mail runs to the Central Office.
- Assist in maintaining the furnishings and equipment within the residence hall/area including, but not limited to, inventory, damage reports, and repair reports; monitoring maintenance requests and being a liaison with facilities and housekeeping; processing maintenance requests; routine rounds and inspections of the residence hall/area. Follow-up to ensure progress and completion of all maintenance issues. Follow up on all work order requests by verifying the completion of work with residents.
- Overseeing the Community Building Events Requirements for the hall/area.
- Maintaining up-to-date budgets for hall/area.
- Responsible for scheduling and approving common area reservations.
- Act as a resource and positive role model for residents and peers.
- Ensure that appropriate forms are available in hall offices and maintain an organized filing system for all office forms.
- Complete 10 duty days per semester as part of the duty rotation with area staff. This includes weekday and weekend duty.
- Keep staff informed of all changes in procedures and any pertinent information.
- Conduct Room Inspections with Resident Assistant staff.

- Maintain room inventories by ensuring the accurate completion of all forms.
- Assist Residence Life Staff in emergencies.
- Be familiar with and support ORL departmental goals.
- Develop and maintain a Community Development plan throughout the year.
- Complete administrative duties promptly. This includes the distribution of materials and/or information, completion of room inventory forms, bi-weekly reports, and other assigned tasks.
- Other duties as assigned.

Paraprofessional Responsibilities

- Assume a set of acceptable behavioral standards by being a role model for the campus community. Hold yourself accountable for the expected behaviors outlined in the contract.
- Maintain appropriate confidentiality of the information accessed as part of your responsibilities.
- Be on campus at least two weekends per month.
- Attend and participate in required meetings and training sessions. This includes but is not limited to weekly staff meetings and staff training sessions.
- Be available to students and supervisor(s) during designated office hours.
- SARDs schedule 12 office hours to cover when the hall offices are open between 12 pm-8 pm. SARD hours must be scheduled for each business day unless academic course schedules dictate otherwise.
- Enforce Residence Life and College policies, procedures, and the Student Code of Conduct.
- Understand and comply with all Residence Life and College policies and procedures as outlined in the Guide to Community Living and the Student Handbook.
- Align priorities so that academic and job responsibilities are taken into consideration before other personal commitments. All extra-curricular activities must be discussed and approved by your supervisor before participation.

Requirements:

- Must be a full-time undergraduate student. Graduating seniors are exempt from full-time status in their last semester.
- Good Student Conduct standing.
- All SARDs must have previous experience in Residence Life as a Resident Assistant at Ramapo College of New Jersey.
- Available for the entire employment period starting with training in August and ending after all area closings in May
- Available to work during Winter Housing, Spring Break, Fall Training, and Winter Training.
- No conflicting outside employment, extracurricular activities, or academic expectations that require an excessive amount of the student's time, such as student teaching fieldwork or internships carrying a full-time workload.
- Academic aptitude (meets 2.5 cumulative GPA and 2.0 semester GPA)
- Must work 15 hours during Winter Housing.
- Must work 6 hours during Spring Break.
- This is a one-year appointment.

Compensation:

- Housing single room compensated by Residence Life at the value of approximately \$10,900.
- SARD Meal Plan compensated by Residence Life at the value of \$1,400 (\$700 per semester).
- Winter Break Ramapo Dollars compensated by Residence Life depending on the length of the break as dictated by the academic calendar.



RESIDENCE LIFE

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- Annual stipend compensated by Residence Life at the taxable value of \$2,000.
- Meals provided during training periods.

EEO Statement:

Ramapo College is an Affirmative Action/Equal Employment Opportunity Employer. Ramapo has a long history of advocating, advising, and supporting diversity, equity, and inclusiveness. Examples can be found in its mission statement, strategic plans, degree and course offerings, community outreach programs, and other diversity programs. Ramapo's commitment to diversity and inclusion is infused across all facets of the College; where the environment is welcoming, dedicated to social justice, respectful of freedom of expression, focused on educating and having an ongoing conversation regarding cultural competence and the benefits and importance of diversity.