

**University of Hawai'i at Mānoa:  
Vice President for Administration,  
Student Housing Services  
Assistant Residence Director (ARD)  
Academic Year 2025-2026 Position Appointment Description  
\*Position has a 3 year appointment limit\***

**General Description:**

The Assistant Residence Director (ARD) is approximated to be a half-time (20) hours per week student appointment position for graduate - level student position. The Assistant Residence Director (ARD) is a member of Student Housing Services supervising staff and is expected to uphold and promote the mission, vision, and values of this organization. Residential Life is a unit Student Housing Services at the University of Hawai'i at Mānoa (UHM); and is a multifaceted organization involving both internal and external campus stakeholders, such as students, staff, faculty, and parents. The Assistant Residence Director may have responsibilities, under the supervision of a Residence Director (RD) and/or an Assistant Director (AD), in the management of a residential community. The Assistant Residence Director plays a critical role in developing inclusive, welcoming communities which foster personal and academic success. Well-qualified applicants will understand the non-traditional work hours associated with a Residential Life position as well as maintaining a well-balanced presence in their respective community and department.

**Minimum Qualifications:**

Applicants **MUST** possess at minimum a Bachelor's degree from an accredited institution of higher education prior to the appointment period. Applicants must be enrolled full-time in a graduate or post-baccalaureate certificate program at UHM by the start of the appointment period.

**General Terms:**

1. Terms of Appointment – Assistant Residence Directors must be enrolled at UHM as either a full-time graduate-level student or the required certificate hours if seeking an advance post baccalaureate certificate during the period of appointment. Full-time graduate student status is defined as being enrolled for a minimum of nine (9) credit hours per semester. (<http://manoa.hawaii.edu/graduate/>). Any ARD who falls below the full-time credit hours due to graduation, certificate program, or dissertation completion, must submit a letter from an academic advisor to their respective supervisor that outlines coursework, graduation or dissertation intent and timeline.
2. The eleven (11) month appointment for the 2025-2026 academic year begins on **July 1, 2025** and ends on **May 31, 2026**. The hours worked per week may vary in accordance with peak times in Residential Life, specifically staff training, hall opening, staff selection, and hall closing.

3. ARDs who plan to participate in an internship, graduate assistantship (GA) or on campus employment position, may do so, up to 9 hours per week. ARD's must get the approval of their supervisor prior to the start of their internship/GA/employment position and may be requested to submit supplemental documents.
4. **The ARD MUST be present during Residential Life Professional Staff Training projected to be (July 1-July 31, 2025); Student Staff Training and hall/apartment openings (August 1 – August 24, 2025 and January 4–11, 2026); and closing (May 10- 31, 2026). Any exceptions to this time commitment require approval from their supervisor.**
5. During the 2025-2026 academic year, an ARD should expect to work an average of 40 hours per week during the following non-instructional time periods: **July 1-31, August 1-24; January 2 – 7, 2026 and May 10 –31, 2026.**
6. ARDs may opt in to the University of Hawaii Part-time and Temporary Medical and Prescription Drug Plans. Enrollment in these plans is voluntary, and ARD's must work directly with HMSA or Kaiser Permanente to enroll.
7. This position does not provide fringe benefits such as medical benefits, formal vacation or sick leave.
8. Financial Aid packages may be impacted by the housing compensation. Individuals are responsible for dealing directly with the Financial Aid Office regarding this matter.
- 9.

**Time Commitment:**

The Assistant Residence Director must be willing to commit a significant portion of time to the position. Specific time requirements include but are not limited to hall/complex opening and closing, evening meetings, hall/complex weekend retreats, and special residence hall/complex/system-wide events that require staff support. In addition, ARDs may be directed to work during holidays, and other times deemed necessary by Student Housing Services. In addition to specific time requirements, part of the ARD's time may be spent as the "Administrator-On-Call" to provide support for student or building issues afterhours. It is essential for ARD's to maintain visibility in their immediate community and to be available to students on a regular basis. ARDs are expected to live in their assigned apartment during the academic year.

1. Leave - ARD's are subject to the Student Housing Services Residential Life calendar and guidelines for Leave. Leave requires advance approval of the ARD's direct supervisor.
2. Academic Load – Assistant Residence Directors are expected to: Appropriately balance their academics, Residential Life, and personal commitments. Enrollment in more than the minimum credit hours per semester or participation with an internship, campus employment, or off campus employment, must gain the approval of the supervisor.

Maintain a minimum 3.0 cumulative GPA and minimum 3.0 semester GPA. ARDs whose semester GPA falls below a 3.0 will have one probationary semester to meet the minimum requirements.

## **Responsibilities & Duties**

### **Community Development**

The ARD is expected to develop strong relationships with students and serve as an advisor for academic, transition, and/or personal concerns. This may include:

1. Demonstrating an active and positive attitude toward and consistent support of the mission, vision, and goals of the Office of Residential Life and Student Housing Services
2. Promote the concept of an active, inclusive, and safe community within the halls/apartments.
3. Encourage residents to take responsibility for actions and behaviors by conscientious and assertive role modeling of high academic standards, personal responsibility and civility.
4. Be visible in the assigned community.
5. Role model appropriate professional behaviors to students and staff.

### **Supervision**

The responsibilities of the ARD may include:

1. Select, train, supervise, and evaluate student staff, specifically Resident Assistant (RA) staff, in consultation with a Residence Director and/or an Assistant Director.
2. Supervision of student staff in the planning, implementation, and evaluation of their programming efforts, community development, policy enforcement, facility and administrative duties.
3. Provide guidance and support to student staff through a consistent and conscious presence and through regular one-on-one meetings.
4. Provide direct feedback to student staff on community development and programming efforts through review, observation, and evaluation of programs.
5. Observation, supervision, evaluation, and mentorship of RA staff in their role as student leaders both within the residence hall/complex as well as within SHS and the UH Mānoa Campus.

### **Student Behavior Response**

The ARD may work with SHS staff and students to establish and affirm standards of conduct appropriate to communal living and in support of the academic and Student Housing Services mission, including in the following ways:

1. Review incident reports for the hall/complex and perform follow-up consultation with RA, RD, and/or AD staff as appropriate
2. Investigate allegations of policy violation(s) of the UHM Student Housing Services Community Standards as may be necessary or as designated by RD/AD.

3. Hold conduct hearings as assigned by the Assistant Director for Conduct & Community Standards (AD-CCS) and/or your supervisor and in accordance with SHS standard protocols for conduct hearings.
4. Render decisions for conduct hearings in a timely fashion and in consultation with RD/AD staff as necessary.
5. Track behavioral patterns and student discipline issues within a residence hall/apartment community.
6. Document policy violations and emergency incidents as encountered and/or as designated.
7. Assist in crisis response and incident management as may be necessary.

### **Administration**

The responsibilities of the ARD may include:

1. Assume shared responsibility for the administration and management of a residence hall/apartment community.
2. Facilitate the development, implementation, and evaluation of policies within a residence hall/apartment community through involvement and consultation at both hall/apartment and system-wide levels.
3. Assist in preparation and execution of hall opening and closing. Must be on site for the opening and closing of the halls/apartment community.
4. Perform data entry as designated and maintain confidentiality of all records in accordance with the Federal Educational Rights and Privacy Act (FERPA) and UHM Administrative policies.
5. Reserve Tuesdays from 7:00pm-9:00pm for staff meetings
6. Reserve an hour a week for community council events.
7. Assist as designated in the preparation of annual or semi-annual transition reports in order to ensure consistency during staff turn-over from year to year.

### **Facility Management**

The responsibilities of the ARD may include:

1. Model ownership and pride in the residential facility.
2. Conduct weekly walk-throughs of the facility to identify maintenance and custodial concerns.
3. Address facility concerns in a timely fashion, including for routine maintenance and custodial issues as well as for special request projects.
4. Appropriately utilize the Service Work Request system for facility issues as necessary.

### **Leadership Development**

The ARD may supervise and/or advise the RA staff of a residence hall/apartment community as well as the residence hall/apartment Community Council. This may include:

1. Promotion and advising of a Community Council within a residence hall/apartment, including in the planning and facilitation of activities and initiatives as well as the proper vetting of resident concerns through the Community Council.

### **Professional and Personal Development**

The ARD will take direct responsibility in consultation with an RD and/or AD for measurable growth in all parts of the position. This will include:

1. Semi-annual performance evaluations by supervising RD or AD and student staff in concert with semi-annual self evaluation.
2. Development of an individualized set of position goals in consultation with supervising RD or AD and based on semi-annual performance evaluations.

### **Liaison to Student Housing Services**

The ARD will strive to develop positive and collaborative working relationships with colleagues across varying levels within Student Housing Services.

### **Evaluation Method:**

ARD will be evaluated for performance once during each semester of the academic year. Evaluation will consist of a self-evaluation of skills, competencies, and utilization of opportunities followed by a comparative evaluation by the ARD's immediate supervisor. The ARD will have a formal review meeting prior to the end of the semester so as to address any and all concerns prior to the beginning of the next semester or academic year appointment.

Exemplary performance by the ARD as described above may result in a recommendation that the ARD continue in the position for the next academic year.

In such cases where the evaluation process reveals issues of critical concern and/or unsatisfactory performance in the position as described above, the ARD will be subject to necessary corrective action as determined by their direct supervisor in consultation with the respective AD or the Associate Director of Residential Life. Such action may include performance counseling and probationary status, which can result in termination if unsatisfactory performance continues.

### **Compensation:**

All ARDs are required to live in the residence halls. ARD are compensated with an hourly rate for 13 hours per week,, along with receiving a remission of room and board costs for the duration of their employment. The value of the room and board is not taxable income and is not subject to income tax withholding, social security, Medicare, and FUTA taxes because room and board are provided for the convenience of Student Housing Services and the University; living in the residence halls is a condition of your employment and an essential factor in the ARD's ability to perform their housing duties. All ARDs are required to have a meal plan. Any exceptions must be cleared and approved by the Director of Student Housing Services or their designee. UHM Student Housing Services advises all potential applicants to consult with the Financial Aid Office immediately to determine how this position may impact their financial aid package for the

upcoming academic year. The University does not provide tax advice, and any questions regarding individual tax returns should be sought from your own tax advisor before filing an income tax return. Staff should expect a pay lag of approximately 4-6 weeks from the start of the employment period.

**All descriptions, responsibilities, qualifications, remuneration, and conditions contained within this document are subject to change at any time with proper notice.**