Summer Session at the University of Chicago welcomes over 1000 academically talented high school and undergraduate students from around the world to participate in intensive study within UChicago’s unique scholarly environment. Each summer, an outstanding residential staff oversees residential life, providing supervision, mentoring, and academic support for participating students, as well as managing the range of medical and disciplinary incidents that arise. They also plan and implement residential programming and other fun activities that facilitate social connections and exploration of the UChicago campus and city.

**Assistant Residential Director Job Description**

Reporting to the Residential Director for Summer Session, the Assistant Residential Directors (ARDs) will live in residence and provide leadership and supervision to the residential staff and program participants. Each ARD will have leadership over a residential area and will be responsible for specific administrative and programming-related tasks. The ARD position is full time and includes substantial on-call responsibilities, especially at night and on weekends.

- Bachelor’s degree preferred.
- Some experience in residence life required, such as work as a resident assistant, conference services staff, camp counselor, etc.
- Experience and interest in working with high school-aged students strongly preferred.
- Remuneration is $700 per week for full-time employment starting June 17, 2019 through August 4, 2019. Housing and dining are also included for the term of employment. Additional opportunities to work in Summer Session programs extending later into August may be available.
- Some paid pre-program training in Spring 2019 will be required, but may be done remotely via phone or Skype.

**Principal Duties and Responsibilities**

1. Live in residence in a College House at Campus North Residential Commons and serve as a daily first point of contact and resource for Resident Assistants and students participating in Summer Session programs.
2. Using the provided board plan, eat a majority of meals with staff and students in the residential dining commons.
3. Communicate, clarify, and enforce University and Summer Session policies and regulations to ensure a positive and safe residential environment.
4. Supervise student curfew check-in and evening duty with other ARDs on a rotating schedule.
5. Serve in an on-call rotation, using a provided department cell phone, to triage questions and concerns from staff, students, parents and other stakeholders.
6. Be available as a first point of contact for staff and students to manage and resolve personal or medical crises that might arise involving Summer Session program participants.
7. Coordinate administrative duties with the Residential Director and other program staff, including staff scheduling and days off, programming logistics, and team meetings.
8. Facilitate transportation of students, staff and supplies, in some cases driving a department-provided vehicle.
9. Plan, implement, and supervise various co-curricular programs with the senior residential staff, including study breaks and social/recreational activities on campus and throughout Chicagoland, especially on weekday evenings and on weekends.

Qualifications
1. Enrollment as a student (College or graduate) in good standing at UChicago or at another institution of higher education. Incoming graduate students and recent alumni are encouraged to apply.
2. Experience as a supervisor, mentor or leader of college-aged student staff members, prior student support experience as a tutor, residential assistant, or camp counselor is required.
3. Be available on the UChicago campus to fulfill position responsibilities for seven weeks: Training begins on June 17, and student programs begin with move-in and orientation on Saturday, June 22, 2019. Most program staff roles will end on August 3, 2019. Additional opportunities to work in later Summer Session programs may be available.
4. Attend training activities that will be scheduled during Spring Quarter 2019 (dates TBD) to provide orientation to the role (some training may be completed remotely) and participate in all-day staff training on June 17-21, 2019.

Remuneration
- $700 per week (including the training week)
- A furnished apartment in Campus North Residential Commons, beginning June 17 through the end of your employment
- A full board plan, beginning with dinner on June 17 through the end of your employment

To Apply
Please use the link below to access the application. Be ready to upload a current resume, the names and contact information (phone and email) for two professional references, and a brief cover letter that describes your relevant experience and interest in the role:

2019 Residential Staff Application – UChicago Summer Session