Student Assistant Resident Director Position Description

Student Assistant Resident Directors (SARDs) serve on the Residential Life Student Leadership Team (SLT) and assist the Residential Life Coordinators (RLCs) in the three largest residence halls on Hope College's campus. The communities that have SARDs are Cook, Dykstra, and Kollen. SARDs are primarily responsible for helping oversee and mentor RA staffs of 7, 11, or 13 Resident Assistants (RAs).

Qualifications

Minimum Requirements

- A cumulative GPA of 2.5 or higher
- Minimum of one year (2 semesters) experience as a Hope College RA by Fall 2027
- Positive recommendation from current Residential Life supervisor

Desirable Qualifications

- Demonstrates leadership qualities or strong leadership potential
- Administrative proficiency
- Strong written, verbal, and interpersonal communication skills
- Ability to work effectively as a member of a team

Primary Job Responsibilities

Supervision

- Serve as a primary RA to a small number of residents (Cook Hall SARD only)
- Act as a role model and resource to RAs and residents in community
- Work with RLC to plan and lead weekly meetings with RA staff
- Encourage RAs to complete administrative tasks and programs

Administration

- Communicate with RLC/RAs about needs and concerns in the community
- Help RAs to meet requirements specified in the building's Community Engagement Model
- Track RA programs, meeting attendance, budgets, away forms, weekly reports, etc.
- Coordinate hall duty schedules
- Take an active role in opening and closing the residence hall (e.g., collect all check-in paperwork, assess damages at closing, etc.)

Participation in a Variety of Meetings

- Residential Life Department Meeting
    - This bi-weekly meeting is attended by the Director, Assistant Director, Residential Life Coordinators (RLCs), Resident Directors (RDs), and Student Leadership Team (SLT) members. It takes place on Mondays from 6-7:30pm.
- RA Meeting
    - Held weekly; this meeting is run by the RLC and SARD
- 1:1 with RLC
    - Held every week or every other week

Departmental Leadership

- Serve on a Residential Life Work Group in order to organize and plan bigger departmental functions (RA Recruitment and Selection, RA Development Days, Spring Training, etc.)
- Assist in the planning and implementation of August RA Training
- Other duties as assigned

Please Note

- SARDs are required to attend the SLT retreat in the spring

- SARDs are required to attend SLT training in its entirety. SLT training will take place prior to RA training, approximately from August 11-19, 2027.
  SARDs are required to attend RA training in its entirety. RA training will take place approximately from August 19-26, 2027.
- SARDs are required to stay until the Tuesday after graduation in order to complete all check-out responsibilities.
- Remuneration: The Board of Trustees sets remuneration rates in January. Currently, remuneration is 100% of housing cost (for a double room) and 50% of the 15 meal plan. This remuneration rate is subject to change.

Neighborhood Coordinator Position Description

Neighborhood Coordinators (NCs) are returning staff members and leaders who serve on the Residential Life Student Leadership Team (SLT). NCs are responsible for the supervision of a staff of 6-10 Resident Assistants (RAs) that live in the Hope College cottage and apartment communities. NCs also serve concurrently as the RA of a cottage or apartment community.

Qualifications

Minimum Requirements

- A cumulative GPA of 2.5 or higher
- Minimum of one year (2 semesters) experience as a Hope College RA by Fall 2027
- Positive recommendation from current Residential Life supervisor
- Leadership skills demonstrated through previous leadership experiences, recommendations, and evaluations
- Ability to work effectively as a member of a team

Desirable Qualifications

- Administrative proficiency
- Ability to work independently
- Strong written, verbal, and interpersonal communication skills

Primary Job Responsibilities

Supervision

- Act as a role model and resource to RAs and residents with a wide variety of needs and concerns in neighborhood of responsibility
- Meet one-on-one with RAs regularly each month in the fall and spring semesters
- Lead bi-weekly RA staff meetings
- Encourage RAs to complete the Community Engagement Model expectations and administrative tasks
- Complete mid-year evaluations of RAs in neighborhood of responsibility
- Serve as RA of their cottage or apartment

Administration

- Take an active role in the opening and closing of the cottages and apartments (e.g., complete all check-in paperwork, assess damages at closing, etc.)
- Track RA programming, meeting attendance, weekly reports, budgets, away forms, etc.

Participation in a Variety of Meetings

- Residential Life Department Meeting
- This bi-weekly meeting is attended by the Director, Assistant Director, Residential Life Coordinators (RLCs), Resident Directors (RDs), and Student Leadership Team (SLT) members. It takes place on Mondays from 6-7:30pm.
- NC Team Meetings: bi-weekly meeting led by the Cottage and Apartment RLC
- Neighborhood Staff Meetings: held every other week; this meeting is led by NCs for their RAs to attend
- Regular 1:1s with the Cottage and Apartment RLC

Departmental Leadership

- Serve on a Residential Life Work Group in order to organize and plan bigger departmental functions (RA Recruitment and Selection, RA Development Days, Spring Training, etc.)
- Assist in the planning and implementation of August RA Training

- Other duties as assigned

Cottage and Apartment Clubhouse - Operations & Engagement

- Fulfill assigned weekly hours in the Cottage and Apartment Clubhouse.
- Open and close the space according to the established schedule.
- Maintain a visible presence in the Clubhouse and engage with residents to support community building and use of the shared space.

Please Note

- NCs are responsible to attend the SLT retreat in the spring
- NCs are required to attend SLT training in its entirety. SLT training will take place prior to RA training, approximately from August 11-19, 2027.
- NCs are required to attend RA training in its entirety. RA training will take place approximately from August 19-26, 2027.
- NCs are required to stay until the Tuesday after graduation in order to complete all check-out responsibilities.
- Remuneration: The Board of Trustees sets remuneration rates in January. Currently, remuneration is 100% of housing cost (for a double room) and 50% of the 7+ meal plan. This remuneration rate is subject to change.