



ARD JOB DESCRIPTION

DEPARTMENT OF HOUSING & RESIDENCE LIFE

The Department of Housing and Residence Life is seeking motivated, administratively-skilled, personable individuals who desire to partner with Residence Life staff to enhance the student academic experience by cultivating spiritual maturity and personal development while promoting a Christ-centered community within the residence halls and terraces

The ARD is a part-time, 20 hour/week position that requires a commitment from the first week of August 2022, through the day of graduation in May 2023. Applicants must fill out the Application through my.tfc.edu Forms Online, attaching a cover letter as well. Unlike RA applicants, they do not need to submit references. Application and Cover letters are **due by Thursday, February 10th at 5:00PM.**

THE SUCCESSFUL ARD...

- Nurtures relationships, accepts new levels of independence, and continues to grow spiritually and personally.
- Serves as a role model and active participant on the RA and ARD teams as well as provides support to the RD with area projects, administrative tasks, programming and other initiatives.
- Plays an active role in department brainstorming, training, development, and in creating an atmosphere in housing that encourages the academic, spiritual and social development of each student.
- Establishes visibility, availability, and approachability with students by being present in the residence halls and around campus.
- Serves as building supervisor in the case of any emergency, and responds appropriately, discerning when professional staff and security personnel should be contacted for additional support.

MINIMUM QUALIFICATIONS

1. Is (or will be) an academic junior or senior during the year of agreement.
2. Has served in the Dept. of Housing and Residence Life for 1 year. (May appeal)
3. Supports TFC Student Handbook guidelines through action, attitude and speech.
4. Has a cumulative GPA of a 2.5 or higher.

COMPENSATION

The ARD grant will be given each semester as determined by the Department of Housing and Residence Life. These scholarships are applied to your student account and may range from \$3,000 - \$3,700/year. The ARD is expected to pay normal room and board costs.