Major Functions of the Assistant Resident Head Position

Successful Assistant Resident Heads must enjoy meeting and spending time with students at mealtimes, at intramural events, at House functions, and in other formal and informal ways. They must serve as positive roles models of academic engagement. They must have a positive attitude about the educational mission of the University of Chicago, and the value of the College Houses in fulfilling that mission. They must be available in the residence halls most evenings and weekends during the academic year, and must feel comfortable relating to students as friends, administrators, or disciplinarians as the situation requires. Assistants must be tolerant and open-minded. They must approach the Resident Head/Assistant relationship as a team effort, and must maintain regular, if not daily, contact with their Resident Head(s). Assistants are required to participate in a variety of pre-employment and in-service training programs, must attend regular staff meetings, and may be called upon to serve on various committees.

Relationship with Students

Assistant Resident Heads fulfill a wide range of roles in their Houses, working as mentors, counselors, administrators, disciplinarians, activities and governance advisors, and general resource persons. Effectiveness as an Assistant Resident Head is greatly enhanced by knowing well the great majority of students in the House. Assistant Resident Heads who know their residents well are in a position to offer support, encouragement, counsel, and help to those students, particularly the younger undergraduates who might profit from the attention of an experienced student. Specifically, the Housing staff is expected to eat meals with students in the dining halls; spend time with students in the House lounges at night and on weekends; and interact with students in formal and informal settings. In order to be successful as Assistant Resident Heads, candidates must plan to be active in establishing opportunities for this interaction in both the Assistant Resident Heads' room and in the students' rooms and common spaces. It would not be appropriate, nor is it acceptable for Assistant Resident Heads to become romantically involved with a resident of their House.

House Councils and Activities

Another function of the Assistant Resident Head is to provide leadership to students in creating communities that are supportive of the educational goals of the University. In most Houses, students elect a council of officers who, together with the Resident Heads and Assistant Resident Heads, plan and carry out activities which will appeal to a broad range of residents. House activities include programs that are socially, intellectually, and culturally stimulating and exciting. Typical activities in a House include intramural sports; informal receptions
with faculty guests; study breaks (informal gatherings of the House, usually late at night, for refreshments and conversations), and trips off campus to movies, cultural events, sporting events, or restaurants. Each Resident Head is given an expense fund to cover the costs of entertaining students, and to support the activities of the House. Assistant Resident Heads work through the Resident Head to obtain financial support for activities they are organizing.

**Discipline**

Students at the University of Chicago are expected to take a great measure of responsibility for regulating their own lives. The University does not impose a lengthy list of rules and regulations governing students' conduct. It does, however, prohibit behavior that infringes on the rights of others, is dangerous, or is illegal. As College Housing resident staff, Resident Heads and Assistant Resident Heads are expected to see that students' rights are protected and that conditions in the House support the educational goals of the University. To those ends, Assistant Resident Heads enforce rules, and when appropriate, work with the Resident Heads to impose disciplinary sanctions upon students or refer disciplinary cases to other University administrators.

**Relationship to Other Housing and College Staff**

**The Resident Heads**

A Resident Head or Resident Head couple is assigned to each of the College Houses. Resident Heads are typically advanced graduate students, but some are affiliated with the University as faculty or administrative staff. The Assistant Resident Heads are directly responsible to their Resident Head(s), although the Resident Masters and the Housing Directors also provide direction and support for Assistant Resident Heads and have an interest in their success. Assistant Resident Heads meet regularly with their Resident Heads, and maintain frequent contact with the Resident Head(s) outside of scheduled meetings.

**The Resident Masters**

Resident Masters are appointed in six of the largest halls: Burton-Judson, Max Palevsky, International House, South Campus East, South Campus West, and Snell-Hitchcock. All Masters are senior members of the College faculty. The Masters offer building-wide programs and activities which are aimed at promoting a sense of community on a larger scale than the House level and which cultivate students' involvement in intellectual and cultural programs, particularly those offered throughout the city. In addition, the Masters take an interest in the
general quality of life in the Houses and work directly with the Directors of Housing in addressing related issues.

The Directors of College Housing

College Housing is staffed by the Associate Dean/Director, two Associate Directors, and four Assistant Directors who provide overall direction for the College Houses and housing staff. The four Assistant Directors have oversight for a portion of the College Houses and will work closely with the House staff in that area. The Associate Directors manage community life and room assignments, and will have regular contact with the Resident Heads, but less frequent contact with Assistant Resident Heads.

The Director staff, in close consultation with the Resident Masters, Resident Heads and Assistant Resident Heads, determines College House policies and procedures. Resident Heads are directly responsible to the Housing Directors. The Directors meet regularly with the Resident Masters, Resident Heads, and Assistants in staff meetings, and occasionally attend meetings of the student hall councils in their areas.

Coordination with Support Staff

College Housing works in conjunction with Residential Services. Residential Services’ functions include oversight of housekeeping, maintenance, and front desk operations. A Residence Hall Manager (RHM) manages these functions in each residence hall. Housing staff are expected to work closely with each residence hall's Residence Hall Manager.

College Housing also supports a residential dining program that requires Assistant Resident Heads to work closely with the Campus Dining managers and their staffs in addressing issues that affect the quality of life in the houses and in the dining halls.

Additional Student Services in the College

Assistant Resident Heads must develop a good working knowledge of the services offered to students by other offices of the University, in particular, Career Advising and Placement Services, the Office of the Reynolds Club and Student Activities, the University Community Service Center, Student Counseling Services, and Primary Care Services. Students who can benefit from the services of these and other University offices are more likely to use such services when encouraged to do so by their Resident Heads and Assistant Resident Heads.