

Creighton UNIVERSITY

Division of Student Life
Residential Life

Assistant Resident Director 2022-23 Position Description

General Description

The Assistant Resident Director (ARD) is a live-in, residence hall staff member employed by the Department of Residential Life. An ARD is responsible for assisting the Resident Director (RD) with the successful provision of services and programs in Creighton's first year and sophomore residence halls. They are also responsible for managing the reception desk in their community, as well as advising the Residence Hall Council (RHC). The ARD also serves as a mentor, role model, resource, and conflict management expert in the residence halls. They build community through personal interactions, programs, promoting diversity and inclusion in the community, and managing emergencies. They are also representatives of the Division of Student Life and the greater Creighton University community. This position is the embodiment of our Catholic, Jesuit mission and our obligation to be people for, and with, others.

Each ARD is supervised by a Resident Director (RD). The employment period is on a 9-month cycle beginning with Fall Training (August 2022) and ending at commencement (May 2023); academic breaks within those dates require staff presence, and staff should avoid planning outside of those dates.

Qualifications and Responsibilities

- ARD's must have a Q.P.A. of 2.75 and be in good standing (not on Academic or Disciplinary Probation) to apply for, and maintain, employment.
- ARD's will have achieved Junior status or earned at least four semesters of collegiate academic work, and be enrolled as a full time student during employment in the Resident Advisor role.
- ARD's are expected to role model the guidelines within the ***Student Credo***, the ***Creighton University Student Handbook***, and the Department of Residential Life's ***Student Staff Employment Agreement***. This includes in-person, on and off campus, and on social media.
- Prior residence hall leadership, campus ministry, or weekly service experience is preferred.
- Student staff members must complete the following: Green Dot certification, CliftonStrengths for Students, and the Ignatian Student Leadership workshop.

Position Responsibilities

Hall Leadership and Community Development (30%)

1. Works to promote community & personal development in the context of a Catholic, Jesuit liberal arts institution.
2. Assists in creating a respectful environment that supports academic and personal growth and development. This includes, but is not limited to, informing residents/staff about

pertinent community news/announcements; sponsoring events and/or activities that serve to build community, encourage self-authorship, and enhance personal development; and promoting respect and community in the residence hall.

3. Assists the RD in day-to-day operations and oversight of the residence hall in which they live. This takes a variety of paths including, but not limited to, supporting the following residence hall functions:
 - a. Submit Weekly Reports; maintain an accurate record of room assignments, check-ins/check-outs, and other operations relevant to the assigned hall.
 - b. Coordinate and conduct health and safety inspection during Fall, Winter, and Spring Breaks and closing of the residence hall at the end of the year.
 - c. Prepare for staff arrival and early student arrival in August; and for resident transitions throughout other breaks.
4. Supports the Resident Director in the coordination of community development efforts including; checking bulletin board, door tag, and floor decorations; carrying out hall themes at the desk, and Residence Hall Council (RHC) support:
 - a. Advise student groups within the hall, such as committees within RHC.
 - b. Work with Resident Advisors (RA's) to manage programs and administrative processes.
5. Assists the RD with Resident Assistant duty scheduling, and tracking issues within the duty rotations.
6. Models community standards by not allowing alcohol, illegal drugs, tobacco or any type of sexual activity in their assigned ARD room.
7. Work with the Hall Chaplain and Academic Success Peer Mentor (if applicable) to program, and to provide additional support by referring residents and staff as applicable.

Diversity & Inclusion (15%)

1. Strive to create an environment of inclusion, making our communities and floors a space where residents can openly express themselves and have civil discourse or discussions promoting in-depth thinking, empathy, and appreciation of differences.
 - a. Plan well-rounded social, cultural, and educational opportunities for residents to engage in dialog around a variety of identities and social issues.
2. Promote an understanding and acceptance of all residents, with special attention to personal history, race, religious affiliation, socioeconomic status, sexual orientation, gender, age, physical or mental abilities, veteran status, and other identities surrounding diversity and inclusion.
3. Encourage discussion and participation in current events within the bounds of courtesy, sensitivity, confidentiality, and respect both in and out of the classroom setting.
 - a. In both informal and formal settings, the ARD will role model appropriate conversations and language with their residents around current events or challenging issues in our society.
4. Create intentional collaborative programming with campus and community partners, which includes (but not limited to) the Creighton Intercultural Center, the Office of Equity and Inclusion, Campus Ministry, the Office of Community Standards and Wellbeing, and the Student Leadership and Involvement Center.

Reception Desk Operations and Supervision (35%)

1. Maintains high standards of customer service by developing Desk Receptionist (DR) staff with the skills and confidence to assist residents and guests.
 - a. Develops a welcoming and inclusive environment for all residents and guests through customer service training, signage, and programs at the desk.
2. Serves as the primary supervisor for the DR staff for the assigned hall, including all hiring, training, proper records for payroll, on-going support, recognitions and encouragement, and evaluations.
 - a. Develops and manages Desk Receptionist so that they are able to inform residents about pertinent community news/announcements, act as a resource, and promote activities that serve community.
 - b. Properly training desk receptionists on emergency procedures.
 - c. Maintains and updates documents and checklists at the desk.
3. Holds monthly Desk Receptionist meetings that provide ongoing training and supervision to the desk receptionist team.
4. Assists in creating a respectful environment that supports academic and personal growth and development.
5. Enforces departmental and university policies and procedures in regards to the reception desk, hall access/security, and general hall practices.

Administration & Facility Operations (10%)

1. Meets weekly with the Resident Director and holds 10 regularly scheduled office hours, two of which are at the desk to be available for the community.
2. Maintains all maintenance reports and the key inventory for the residence hall, reporting safety or security issues to Public Safety or the RD immediately.
3. Conducts weekly inspections of the building's physical environment for regular reporting to the RD and AD of Facilities Operations.
 - a. This includes cleaning/maintaining the desk to have appropriate and clean signage, updated documents, etc.
4. Manages Room Inventory for opening and closing of the residence hall.

Student Care & On-Call Duty (5%)

1. This position is designated as a Campus Security Authority (CSA) at Creighton University, which is defined by federal law as an individual employed in a position determined to have significant responsibility for student and campus activities and/or responsibility for campus security. CSAs are required to immediately report all potential criminal incidents that come to their attention.
2. Performs on-call duty (ARDOC) on a rotating basis, serving as a first-response university official and performing nightly duty rotations.
 - a. Ensures community standards and provides support within their neighborhood.
 - b. Responds to facilities emergencies in residence halls and/or apartment communities.
 - c. Responds to desk, security, and emergency situations occurring within the realm of desk operations.
3. Responds to the personal needs and concerns of residents in a timely fashion.

4. Shares information about students with the RD and other appropriate University personnel (due to the nature of the relationship between the ARD and the student, confidentiality can never be guaranteed).
5. Keeps the privacy of students in mind at all times, respecting student's FERPA rights.

Departmental & University Duties (5%)

1. Attends staff meetings and departmental meetings (all Mondays 9:00-11:00pm), and Residential Life training sessions; first-year staff must also register for and participate in COU390 which begins (online) in June 2022.
2. Participates in other department/university committees aimed at encouraging student and community development.
3. Is present in the residence hall a minimum of four periods per week for at least four consecutive hours (when residents are present). ARD's are expected to be in the hall (including weekends) more often than not.
4. Will follow all rules, guidelines, and regulations while working at the reception desk.
5. Performs other duties as assigned by the Resident Director and senior members of the Department of Residential Life.
6. Outside the ARD role, all other combined activities including internships or other employment cannot exceed eight hours/week without express, advance approval by the Resident Director.

Remuneration

This 9-month, live-in appointment provides a stipend of \$1900 per year, a meal plan and a private, single room. This position is considered a minimum 20+ hours per week position, not including on-call responsibilities. An ARD can work up to an additional eight hours outside of the 20+ hours in the ARD position only with the written permission of the Resident Director. An ARD may also be compensated for other work (not mentioned previously in this document) done outside the regular Residential Life academic year (i.e. semester breaks and summer). Students who receive room and/or board as a condition of scholarship, award, or grant cannot receive a cash equivalent for the Resident Advisor room and board benefit.

Equal Employment Opportunity

In accordance with the applicable Federal Laws and Regulations, the employment policies and practices of Creighton University are administered without unlawful regard to race, color, religion, national origin, sex, age, handicap, or veterans status. The University will promote Equal Employment Opportunity through a positive and continuing Equal Employment Opportunity Program.

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