

Creighton UNIVERSITY

Division of Student Life
Residential Life

Resident Advisor 2022-23 Position Description

General Description

The Resident Advisor (RA) is a live-in, residence hall staff member employed by the Department of Residential Life. An RA 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. Our Resident Advisor (RA) staff serve as mentors, role models, resources, and conflict management experts in the residence halls. They build community through personal interactions, programs, promoting diversity and inclusion in the community, and crisis response. 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 RA is supervised by a Resident Director (RD) and (functionally supervised by) the Assistant Resident Director (ARD), and is directly responsible for to 30-50 residents on their floor. 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 for Employment

- Resident Advisors must have a GPA of 2.50 and be in good standing (not on Academic or Disciplinary Probation) to apply for, and maintain, employment.
- Resident Advisors 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.
- Resident Advisors 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

Student & Community Development (60%)

1. Works to promote community & personal development in the context of a Catholic, Jesuit liberal arts institution.
2. Attempts to know all floor residents within the first six weeks of classes in the fall.
3. Assists in creating a respectful environment that supports academic and personal growth and development. This includes, but is not limited to, informing residents about pertinent community news/announcements; sponsoring events and/or activities that serve to build community, encourage self-authorship, and enhance personal development; mediating roommate conflicts; and promoting respect and community in the residence hall.
4. Work with the Hall Chaplain and Academic Success Peer Mentor (if applicable) to program, and to provide additional support by referring residents as applicable.
5. Models community standards by not allowing alcohol, illegal drugs, tobacco or any type of sexual activity in their assigned RA room.
6. Positively contributes to and meets all expectations of the Freshman or Sophomore Program and, if assigned to a specific program (i.e. Cortina, FLP, Honors, etc.), the RA must also meet all stated expectations of that role.
7. Individually meets with the Resident Director at minimum every third week, and regularly (through weekly reports and ad hoc communications) updates the RD on resident concerns and floor issues.

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 RA 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 is 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.

Student Care & Crisis Response (15%)

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. Responds to the personal needs and concerns of residents in a timely fashion.
3. Performs on-call coverage on a rotating basis for the residence halls, serving as the first-response university official and performing nightly community rounds (typically 3 to 4 rounds) through each residence hall/neighborhood as assigned.
4. Shares information about students with the RD and other appropriate University personnel (due to the nature of the relationship between the Resident Advisor and the student, confidentiality can never be guaranteed).
5. Keeps the privacy of students in mind at all times, respecting student's FERPA rights.
6. Fulfills residence hall reception desk hours on a rotating basis on Friday and Saturday nights as assigned.

Administration & Facility Operations (5%)

1. Provides accurate and up to date information of room assignments, check-ins/check-outs, occupancy reports, and other operational information relevant to the hall/floor; submits timely incident reports, weekly reports, and programming assessments
2. Conducts weekly inspections of the floor's physical environment; submits or encourages resident submission of work orders for maintenance issues; informs the ARD of all such issues.
3. Coordinates and conducts health and safety inspections prior to or during Fall, Semester, and Spring Breaks as assigned.

Departmental & University Duties (5%)

1. Attends staff meetings and departmental meetings (all Mondays 9:00-11:00pm), and Residential Life training sessions; first-year RAs 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). RA'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 RA 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 \$900 for the first year and \$1050 for the second 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 RA can work up to an additional eight hours outside of the 20+ hours in the RA position only with the written permission of the Resident Director. An RA 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 veteran status. The University will promote Equal Employment Opportunity through a positive and continuing Equal Employment Opportunity Program.

Updated 09/21

Creighton
UNIVERSITY

Division of Student Life
Residential Life