This document describes the job responsibilities, qualifications and conditions of employment, and compensation for the Assistant Resident Director (ARD) and Assistant Area Coordinator (AAC) positions in the Office of Residence Life. Once assigned to a community, the expectations of the ARD/AAC role may be adapted to reflect the needs, focus, theme, and unique character of the community.

Senior Staff members assist the Professional Staff and serve as a member of a community Leadership Team. Senior Staff help to implement a student development program that reflects the Jesuit mission of the University, namely development of the whole person. Senior Staff contribute to the overall development of the community by assisting with the academic and personal growth of residents and student staff members, advising Community Council, supervising service desk operations, assisting with building operations, and by promoting and supporting an inclusive environment in which differences are thoughtfully explored. Additionally, Senior Staff members are expected to know and uphold University policies and community standards, effectively respond to and manage emergency/crisis situations via participation in a campus-wide duty rotation, work collaboratively to build community, mentor student staff, and role model responsible citizenship in the community and on and off campus.

**Assistant Resident Directors** serve in a Residential Learning Community (RLC) and work closely with the Resident Director (RD), Faculty Director(s), and Resident Minister(s) on the overall development of the community. The resident populations vary by hall as does the number of Senior Staff members.

- **Alpha RLC** (Graham Hall) houses freshmen and sophomore students and has 2 ARDs
- **Communitas RLC** (Campisi Hall) houses freshmen and sophomore students and has 1 ARD
- **CyPhi RLC** (Swig Hall) houses freshmen and sophomore students and has 2 ARDs
- **da Vinci RLC** (Casa Italiana) houses freshmen - senior students and has 1 ARD
- **Loyola RLC** (Sobrato Hall) houses freshmen - senior students and has 1 ARD
- **Modern Perspectives RLC** (Dunne Hall) houses freshmen and sophomore students and has 1 ARD
- **Unity RLC** (McLaughlin-Walsh Hall) houses freshmen and sophomore students and has 1 ARD
- **Xavier RLC** (Sanfilippo Hall) houses freshmen and sophomore students and has 1 ARD

The **Assistant Resident Director** for Nobili Hall has direct supervision of 3 student staff members and does not work as part of a Leadership Team. This community houses sophomore, junior, and senior students and does not have an RLC component.

The **Assistant Area Coordinator** position is in the University Villas, a townhouse community that houses junior and senior students. The 2 AACs work very closely with the Area Coordinator on the overall development of the community and supervision of the student staff.

### LEADERSHIP AND COMMUNITY DEVELOPMENT

- Assist with the creation of an environment which promotes academic success, citizenship, respect, growth, compassion, and inclusive excellence;
- Maintain a positive presence in the community by being visible and accessible to students;
- Provide direct leadership in anticipating and responding to resident and student staff needs;
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- Oversee and coordinate all community development and operations including, but not limited to, programming within the community, supervising student staff, community meetings, community publications/newsletters, and other duties as assigned;
- Collaborate and assist the Professional Staff in fostering unity and teamwork through trainings, meetings, staff events, and active participation with the community's Leadership Team;
- Assist with the supervision of student staff (Community Facilitators, Neighborhood Representatives, Desk Receptionist) as directed by the Professional Staff. Motivate student staff and empower them to promote student growth and development;
- Communicate, support, and administer policies related to student life within the residence halls (e.g. Santa Clara Student Conduct Code, Community Standards, HRL Policies and Procedures, Assignments, and Billing Processes);
- Participate in the recruitment, selection, formation, and evaluation of undergraduate student staff
- Serve as an advisor and resource for students by offering personal consultation and conflict resolution;
- Exercise good judgment and ethical decision making, serve as a role model for responsible behavior both on and off campus, and demonstrate personal integrity and a commitment to Jesuit philosophy of education of the whole person;
- Uphold University policies, procedures, and standards, initiate disciplinary procedures when appropriate, and adjudicate policy violations, if applicable;
- Advise Community Council, if applicable. Provide opportunities for skill development through formal and informal training sessions, weekly meetings with executive council members, and program support.

ADMINISTRATIVE RESPONSIBILITIES

- Assist in University emergency situations and educate residents about emergency protocols and procedures;
- Participate in campus-wide duty rotation which requires availability on nights, weekends, holidays, and academic breaks;
- Serve as a University Judicial Officer, if applicable;
- Responsible for fiscal management of community accounts, including, but not limited to, programming, office supplies, and service desk;
- Coordinate all aspects of facility management and building operations (e.g. health and safety inspections, public area inventories, community damage reports, maintenance request tracking. Complete all housing and facilities paperwork in a timely manner;
- Assist with the opening and closing of the building including, but not limited to, organization of paperwork, keys, access cards, furniture inventory and closing walks with Housing Staff
- Other administrative duties as assigned.

SERVICE DESK RESPONSIBILITIES

- Provide direct supervision for the Head Desk Receptionist (HDR);
- Work closely with HDR to hire, train, and evaluate Desk Receptionists (DR);
- Collaborate with HDR on overall service desk operations including supervision of the DR staff, scheduling of staff, payroll, monitoring of supplies, repairing/replacing equipment, oversight of administrative processes, and general upkeep of the desk, lobby area, and programming spaces;
- Supervise the opening and closing of the service desk for all break periods and at the beginning and end of the year.
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CONDITIONS OF EMPLOYMENT
Conditions for undergraduate student candidates:
 Be enrolled as a full time student;
 Have junior or senior class standing. Undergraduates will need to maintain a minimum of 12 academic units each quarter (students wishing to take over 18 units in a quarter must be given approval by supervisor);
 Have a minimum cumulative and term grade point average of 2.5 at time of application and during the entire term of employment.

Conditions for graduate student candidates:
 Maintain a minimum of 9 academic units per quarter (students wishing to take more than 9 units or planning to participate in practicum experiences must be given approval by their supervisor);
 Per law school policy, full-time Law students must be entering their 2nd or 3rd year to be eligible.

Conditions for all candidates:
 Hold the position throughout the academic year;
 Live in an assigned University provided furnished accommodation on campus;
 Be in good behavioral standing with the University during the entire term of employment (i.e. not on University Disciplinary Probation or any other type of significant disciplinary status). See Student Handbook for complete listing of policies;
 Be in good standing with the Department of Residence Life at time of application (i.e. not on job related probation). Previous job performance and any disciplinary concerns will be taken into account during the selection process;
 Abide by all University and Housing and Residence Life policies, procedures, expectations and community standards;
 Have the ability to respond to emergency situations including natural disasters where sight, hearing, speech, as well as unassisted upper body mobility may be required;
 Complete all tasks, duties, and projects during the preparation time for exams (i.e. undergraduate finals, Bar Exam (Law), Thesis (MBA), and Comprehensive Exams (CP&E and Pastoral Ministry)) or any other similar activities;
 If Senior Staff members are interested in continuing the job for another year, they must reapply. Part of the re-hire decision will be based on a mid-year evaluation.

Required time commitments:
 August 16, 2015 through June 30, 2016: Must be available to move-in to community assignment and begin Formation activities by no later than August 16, 2015 and will be expected to work through June 30, 2016;
 All Formations (Spring, Senior Staff, Fall): Full participation is mandatory, unless discussed in advance with supervisor;
 All Wednesdays during the academic year from 5-7 pm: This time is reserved for staff meetings and department wide functions. This availability is required of all staff members and means that you commit to not scheduling any other activity, including any academic class or lab, during this time frame for the entire academic year;
 Thanksgiving, Winter and Spring breaks: The position responsibilities follow the undergraduate academic calendar, and require some on call and work hours during these breaks;
Based on the scope of this position, an undefined amount of time is required to be spent in the community. It is anticipated that the above job expectations take 15-20 hours per week, though workload and hours may vary based on the time of year and needs of the community. The hours required when taking the campus-wide duty rotation is in addition to the weekly hours that one may work, and includes some weekends in the course of a quarter;

- Must be flexible and able to adapt work hours around student needs, student programs, and department needs, which require evening and weekend availability.

Outside involvement and secondary employment:
- To allow for students in this position to have the best chance of success and to make sure they are maintaining healthy, balanced lives, all commitments (including academic) outside the position should not exceed 30 hours per week. Commitments outside of the position are defined as all curricular, co-curricular and extra-curricular hours combined;
- Must receive approval from supervisor for all secondary employment, extra-curricular activities, internships, etc. outside of those directly required by a student’s academic coursework or the Senior Staff position before any effort is initiated to participate (this includes running or applying for any additional leadership position on or off campus).

Preference may be given to:
- Preference may be given to those who have successfully completed at least one full year of service as a Community Facilitator, Assistant Resident Director, or Assistant Area Coordinator (or the equivalent on another campus).

COMPENSATION
ARDs/AACs will receive a grant in aid award as a part of their financial aid package equivalent to the cost of their accommodation in an assigned space and a basic meal plan in order to off-set Room and Board charges for the contract period as well as a $3,000 stipend for the year to be paid out evenly at the beginning of each term.

Most students’ financial aid award will be affected by the Senior Staff position compensation package. Please check with Financial Aid for specifics about your individual situation.