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

Senior Staff members assist the Professional Staff (Resident Director or Area Coordinator) 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 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 on and off campus.

**Assistant Resident Directors** serve in a Residential Learning Community (RLC) and work closely with the Resident Director, Faculty Director(s), and Spirituality Facilitator(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 first and second-year students and has 2 ARDs
- **Communitas RLC** (Campisi Hall) houses first and second-year students and has 1 ARD
- **CyPhi RLC** (Swig Hall) houses first and second-year students and has 2 ARDs
- **da Vinci RLC** (Casa Italiana) houses first through fourth-year students and has 1 ARD
- **Loyola RLC** (Sobrato Hall) houses first through fourth-year students and has 1 ARD
- **Modern Perspectives RLC** (Dunne Hall) houses first and second-year students and has 1 ARD
- **Unity RLC** (McLaughlin-Walsh Hall) houses first and second-year students and has 1 ARD
- **Xavier RLC** (Sanfilippo Hall) houses first and second-year students and has 1 ARD

**Assistant Area Coordinators** serve in upper-class communities and work closely with the Area Coordinator and Spirituality Facilitator on the overall development of the community and direct supervision of student staff. Upper-class communities do not have an RLC component. The resident populations vary by hall as does the number of Senior Staff members.

- **Nobili Hall** houses third and fourth-year students and has 1 AAC
- **University Villas** houses third and fourth-year students and has 2 AACs

**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;
- Assist in the coordination of 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;
COLLABORATIVE AND SUPPORTIVE ROLL

- Collaborate and assist the Professional Staff in fostering unity and teamwork among the staff team through trainings, meetings, staff events, and active participation with the community Leadership Team;
- Assist with the supervision of student staff (Community Facilitators, Neighborhood Representatives, Desk Assistants) as directed by the Professional Staff. Motivate student staff and empower them to promote student growth and development;
- Communicate, support, uphold, 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 the Jesuit philosophy of education of the whole person;
- 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 emergency situations and educate residents about University protocols and procedures;
- Participate in campus-wide duty rotation requiring availability on nights, weekends, holidays, and academic breaks;
- Serve as a University Conduct Officer, initiating disciplinary procedures, when appropriate, and adjudicating policy violations (graduate-level Senior Staff members only);
- Assist with fiscal management of community accounts, including, but not limited to, programming, operating supplies, and service desk;
- Assist in the coordination of 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;
- Serve as a campus security authority when informed of allegations regulated under the Clery Act;
- Serve as a responsible employee for allegations regulated under Title IX;
- Other administrative duties as assigned.

SERVICE DESK RESPONSIBILITIES

- Provide direct supervision of the Head Desk Assistant (HDA), if applicable;
- Hire, train, and evaluate Desk Assistants (DA);
- Manage overall service desk operations including the DA team, scheduling of staff, 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.
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 2.50 at time of application and during the entire term of employment.

Conditions for graduate student candidates:
- Be enrolled as a full time student (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. Abide by all University and Housing and Residence Life policies, procedures, expectations and community standards;
- Have the capacity to work in a 24-hour/7 day environment with the ability to quickly respond to and handle situations for the entire residential campus;
- Be in good standing with the Office of Residence Life at time of application (i.e. not on performance related probation). Previous performance and/or disciplinary concerns will be taken into account during the selection process;
- 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 position for another year, they must reapply. Part of the re-hire decision will be based on a mid-year evaluation.

Required time commitments:
- Must be available to move in to community assignment and begin formation activities by no later than August 13, 2017 and will be expected to work through June 30, 2018;
- Full participation is mandatory during all formation periods (Spring, Senior Staff, Fall), unless discussed in advance with supervisor;
- Be available for staff meetings and department-wide functions on all Wednesdays during the academic year from 5:00-7:30 pm. This availability is required of all staff members and means that you commit to not scheduling any other activity during this time frame for the entire academic year. Should you think an exception for an academic class or lab should be made, you must discuss with your supervisor in advance of registration;
- The position responsibilities follow the undergraduate academic calendar, and require some on call and work hours during Thanksgiving, Winter, and Spring Breaks. Senior Staff members should not make plans for any break period until duty has been scheduled;
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 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 serving on duty are additional. Must be flexible and able to adapt work hours around student needs, 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 ensure they are maintaining healthy, balanced lives, all commitments outside of the Senior Staff position (including academic) should not exceed 30 hours per week. Outside commitments are defined as all curricular, co-curricular and extra-curricular hours combined;
- Must receive approval from supervisor for all outside commitments (secondary employment, extra-curricular activities, internships, etc.) beyond those directly required by academic coursework or the Senior Staff position, before any effort to participate is initiated (this includes running or applying for any additional leadership position on or off campus).

Preference may be given to those with current and/or previous Residence Life experience.

COMPENSATION

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

Please note: Financial aid may be affected by the compensation package. Please check with the Financial Aid Office about your individual situation.