SENIOR STAFF POSITION DESCRIPTION OVERVIEW

This document describes the position responsibilities, qualifications, conditions of the position, 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.

Senior Staff members assist the Professional Staff (Resident Director/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 the development of the whole person. Senior Staff members 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
- **Cura RLC** (Finn Hall) houses first and second-year students and has 2 ARDs
- **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(s) 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.

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

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.
### LEADERSHIP AND PROFESSIONALISM

- Serve as a positive role model for responsible behavior, personal integrity, and maturity, on and off-campus;
- Exercise good judgment and ethical decision making, on and off-campus;
- Understand and apply Jesuit education philosophy, specifically care for the whole person, to role;
- Actively demonstrate an understanding of diversity, identity, and intercultural competence in order to promote an inclusive environment that encourages dignity and respect;
- Engage in ongoing formation, skill development, and reflection for personal and professional growth;
- Advise Leadership Council, if applicable. Provide opportunities for skill development through formal and informal training sessions, weekly meetings with executive council members, and program support.

### SUPERVISION AND TEAM DEVELOPMENT

- 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;
- Collaborate and assist the Professional Staff in fostering unity and teamwork among the staff team through ongoing training, meetings, staff events, and active participation with the Leadership Team;
- Provide direct leadership in anticipating and responding to resident and staff needs;
- Participate in the recruitment, selection, formation, and evaluation of undergraduate student staff;
- Oversee all aspects of the Service Desk, if applicable. Hire, train, evaluate, and provide direct supervision of the Desk Assistants (DAs). Manage overall desk operations including scheduling of staff, monitoring of supplies, repairing/replacing equipment, and general upkeep of the desk. Supervise the opening and closing of the desk for all break periods and at the beginning and end of each academic year.

### COMMUNITY DEVELOPMENT

- Assist with the creation of an environment which promotes academic success, citizenship, respect, growth, compassion, and inclusive excellence;
- Assist in the coordination of community development and operations including, but not limited to, programming within the community, community publications/newsletters, and other duties as assigned;
- Support student staff members in the design and implementation of intentional programs that integrate the community theme, encourage personal growth and reflection, support the Justice Starts Here initiative, and promote academic success and learning;
- Maintain a positive presence in the community by being visible and accessible to staff and students;
- Serve as an advisor and resource for students by offering personal consultation and conflict resolution.
## DEPARTMENT AND ADMINISTRATIVE RESPONSIBILITIES

- Assist in the coordination of all aspects of facility management and building operations (e.g. health and safety inspections, community damage reports, maintenance request tracking). Complete all housing and facilities paperwork in a timely manner;
- Assist with fiscal management of community accounts, including, but not limited to, programming, operating supplies, service desk, and Leadership Council;
- Assist with the opening and closing of the building including, but not limited to, organization of paperwork, access cards, furniture inventory, and closing walks with Housing Staff;
- Manage mid-year moves including communication with staff and students, distribution and collection of paperwork, and timely submission of documents to Housing;
- Serve as a University Conduct Officer for the on-campus resident population, participating in additional training, initiating disciplinary procedures, when appropriate, and adjudicating policy violations (graduate-level Senior Staff members only);
- Fulfill all responsibilities related to assigned Senior Staff Emphasis Area*;
- Other administrative duties as assigned.

* These responsibilities will be reviewed during formation.

## DUTY AND EMERGENCY RESPONSE

- Participate in campus-wide duty rotation requiring Senior Staff members to remain on campus, complete rounds, and respond to issues. Duty responsibilities require availability on nights, weekends, holidays, and academic breaks;
- Assist in emergency situations and educate residents about University protocols and procedures;
- Communicate, support, uphold, and administer policies related to student life within the residence halls (SCU Student Conduct Code, Community Standards, Housing and Residence Life Policies and Procedures);
- 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*;
- Communicate, support, and uphold SCU and HRL policies, procedures and standards.

* These responsibilities will be reviewed during formation.
### CONDITIONS OF THE POSITION

#### Conditions for undergraduate student candidates:
- Be enrolled as a full-time undergraduate student with a minimum of 12 academic units each quarter (students wishing to take over 18 units in a quarter must receive supervisor approval before enrolling);
- Have junior or senior class standing prior to start of the position;
- Have a minimum cumulative and term grade point average of 2.50 or above at the 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 must be given approval by their supervisor);
- Due to the hours required, students in the CP&E program who will also be participating in a practicum placement or who will be student teaching are not eligible to apply for the position. In addition, due to conflicting academic calendars and the hours required, Law students are not eligible to apply for the position.

#### Conditions for all candidates:
- Hold the position throughout the academic year;
- Live in an assigned University provided furnished accommodation on campus;
- Be in good disciplinary standing with the University at the time of application and during the entire term of employment;
- Abide by all University and Housing and Residence Life policies, procedures, expectations, and 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 the 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, Thesis (MBA), and Comprehensive Exams (CP&E and Pastoral Ministry) or any similar activities;
- If Senior Staff members are interested in continuing the position for another year, they must reapply. Part of the rehire decision will be based on a mid-year evaluation.
## QUALIFICATIONS FOR APPLICATION AND SELECTION

Be available to work during the following time periods and make all travel arrangements within the guidelines of the times and dates listed below.

- Spring Formation as determined by the Office of Residence Life and your community supervisor;
- Move into community assignment by 2:00 pm on Sunday, August 16, 2020, to begin Senior Staff formation;
- Remain on campus until 5:00 pm on Sunday, December 13, 2020, to assist with fall quarter closing*;
- Return to campus by 12:00 pm on Saturday, January 2, 2021;
- Remain on campus until Wednesday, June 30, 2021, to assist with the closing of the halls;
- Final 2020-2021 dates will be provided in the Senior Staff contract at time of hire.

*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.

Full participation is required during all formation periods (Spring, Senior Staff, Fall), with the expectation of no other commitments during the Senior Staff and Fall formation period until classes begin. Any potential conflicts must be discussed in advance with your supervisor.

Be available for staff meetings and department-wide functions every Wednesday 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 needs to be made, you must discuss with your supervisor in advance of registration.

Be available to assist in departmental efforts related to Student Staff Group Process (January), and Admissions Office events such as Open House (October) and Preview Days (April).

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 community. The hours required when serving on duty are additional. Must be flexible and able to adapt work hours around student, community, and department needs, requiring evening and weekend availability.

To allow for students in the Senior Staff position to have the best chance of success and to ensure they are maintaining healthy, balanced lives, all commitments outside of the position (including academic) should not exceed 30 hours per week. Outside commitments are defined as all curricular, co-curricular and extra-curricular hours combined.

- Students chosen for a Senior Staff position must seek approval from their supervisor for all outside commitments beyond those directly required by academic coursework or the position, before any effort to participate is initiated (this includes running or applying for any additional leadership position on or off-campus).
- Due to the hours required, students may not serve in a Senior Staff position and in a Chartered Student Organization official leadership capacity or other student leadership positions which would require more than 12 hours per week.

Previous Residence Life experience preferred.
## GRANT IN AID

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 offset Room and Board charges for the contract period. Senior Staff members also receive a $3,000 grant in aid allocation for the year to be paid out in 3, $1000 increments at the beginning of each quarter.

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