Student Staff Employment Contract 2006-07

Residence Life Mission Statement (rev. Fall 1997)
Creighton University’s residence life program seeks to enable students to develop their fullest potential intellectually, ethically, socially, morally in the context of a residential community of students, Jesuit and lay chaplains, and residence hall staff. The aim is to provide students with opportunities to better understand their deepest selves and, in doing so, determine their roles as educated members of society.

We foster the Jesuit mission of Creighton University which believes in humanistic education through service, reflection, and learning. We attempt to foster this through service to others, both within the University community and beyond, and believe that this is accomplished best when shared with others similarly engaged in their own journeys of learning. It is through service that students come to appreciate their God given gifts, learn of the inequities of society, and develop means to create a more just community of men and women.

The importance of our work in Residence Life
Student staff members are an integral part of the Department of Residence Life and the Division of Student Services. Student staff are responsible for balancing their employment responsibilities with academics, campus activities, & social commitments; for recognizing & nurturing student development; for being a fully contributing member of their building staff, as well as the general Residence Life staff; and for actively fostering the growth and development of student-centered communities. Building community, creating and implementing student programming, developing student leaders, mediating conflicts, recruiting future leaders, advocating student’s rights, acting in a manner that serves as an example to the greater student body, caring for others—these and more are what it means to be a student staff leader who gives back to the Creighton community. Indeed, Department of Residence Life student staff leaders are the “educators”—teaching the culture and community of Creighton University.

General Expectations
This employment contract details expectations of all student staff in the Department of Residence Life. Additional expectations are outlined for the Resident Advisor, Health Aide, Assistant Resident Director & Apartment Coordinator positions in their respective Residence Life position description. All undergraduate student staff members are asked to maintain a 2.5 Q.P.A. and graduate student staff members are asked to maintain a 3.0 Q.P.A. Residence Life positions supersede all other non-academic responsibilities. Student staff members report to their direct supervisor, but also to all other professional members of the Department of Residence Life. Whether on or off-campus, all staff should follow the rules & regulations as outlined in The Creighton University Student Handbook for the current academic year. Furthermore, should any student staff member commit an act that is detrimental to the position and tradition of live-in staff, that staff member can be removed by their supervisor.

Term of Employment
This contract commits a student staff member to one (1) academic year of employment in service to our residence hall students and to the greater Creighton community. For undergraduate staff this term of service runs from early August through the Sunday following Finals Week in May. For graduate student staff this term of service runs from June 1 through May 31 of the following year.

Qualifications
1. Achieved junior status or completed (4) semesters of academic work.
2. Must be in good standing as a student academically and behaviorally. A student cannot be employed or receive any benefits if they are placed on academic or disciplinary probation. For Q.P.A. requirements, see above.
3. All new student staff members must enroll and complete COU 390 “The Residence Life Institute” and earn a B or better.
4. Any other obligation(s), paid or otherwise, must be approved by the immediate supervisor and cannot exceed (8) hours per week. This 8 hours includes other activities in which the student staff member is involved and other paid employment commitments during the employment period including but not limited to internships, Greek commitments, student organization involvement, and so on.

Remuneration
Student staff members receive a monthly stipend, which varies depending on the position, a private room, and either a flex, 15, or 19-meal plan. Flex plans are for Apartment Living staff members only. Student staff members that receive room and/or board as a condition of a scholarship, award, or grant cannot receive the cash equivalent for the room and board benefit.
The Commitment to Your Residents, Our Students
1. All staff should invest themselves in our communities and our programmatic initiatives to encourage socialization, learning, and service in Creighton's residence halls and apartments.
2. Staff should know all of their resident's names and faces by check-in. Staff should know 100% of their residents, their lives, and who they are as persons within the first six (6) weeks. Resident Advisors, specifically, must be in their residence hall, available to their residents a minimum of 4 nights each week. Student staff members are limited to 2 weekends away from campus per semester; outside of retreats or leadership activities.
3. All staff should share information about their residents with their supervisor(s) and other appropriate University personnel. Due to the nature of the relationship between a student staff member and a student, confidentiality can never be guaranteed.
4. Staff should appropriately respond to situations of emergency and crisis. In the event of a fire, tornado, or other event, staff should proceed out of the building according to published directions for all students and then check in at the front desk with the Resident Director, Asst. Resident Director, or other University official for instructions on how to proceed.
5. When in University dining facilities, all staff should act as a responsible presence and resource, addressing conduct and behavioral concerns as they arise. It is expected that student staff members eat a majority of their meals in on-campus facilities interacting with our students.
6. Serve as an advocate for your residents and for the facility by promptly submitting maintenance, accident/illness, theft, or other reports as necessary.
7. Provide an array of educational, social, spiritual, and diversity-related programming events to their residents.
8. Encourage their residents to attend retreats, service opportunities, other leadership functions, spiritual events, social programs, athletic contests, and other functions at the University.

The Commitment to the Department of Residence Life
1. Complete all expectations and assigned duties pursuant to their position as mentioned in this contract. This includes submitting weekly journals on Mondays by 8am, providing access to your outlook calendar for your supervisor, and provide an incident report within 24hrs after an incident that they personally have documented or have helped to document while performing their duties.
2. Participate in projects, programs, and other responsibilities to the Department of Residence Life as assigned.
3. Attend important University events and functions during training periods and as outlined in the VIP Dates for staff.
4. Be a contributing member of our staff and in the building to which you are assigned.
5. Bring any concern or complaint directly to their supervisor for discussion.
6. Fulfill duty responsibilities based upon their position and hall. All student staff members must also fulfill security shifts at the front desks of each residence hall from 7pm to 2am on the weekends as part of their employment.
7. Participate in all staff development/training activities, including but not limited to: fall/winter/spring training, staff meetings, staff in-service training, house meetings, all-hall meetings, and floor activities.
8. If a student staff member receives a job action (warning, probation, or termination) in any employment position within the Department of Residence Life, that action may be grounds for job action throughout all employment positions within our department; if that action results in termination, the Associate Director of Residence Life will take each individual case under review. If a student staff member is placed on probation for disciplinary or academic matters, this will likely result in termination of her/his employment.
9. All appeals of supervisory decisions made by a Resident Director or the Asst. Director of Apartment Living are to be directed to the Associate Director of Residence Life. Appeals must be made in writing within 3 business days after receipt of a supervisory decision.
10. Staff members terminated from employment are eligible for re-employment with the department on a case-by-case basis as determined by the Associate Director of Residence Life.

The Commitment to the Creighton University Community
1. The University expects all student employees, especially those in highly visible positions, to adhere to the policies and regulations in the Student Handbook. Student and professional staff should model behavior consistent with Creighton's mission and the Jesuit tradition at all times during their employment period.
2. Underage student staff should never consume alcohol. Underage staff should never be in the presence of alcohol unless attending an event with a licensed 3rd party vendor.
   Staff who are of age should never consume alcohol in the presence of minors unless attending an event with a licensed 3rd party vendor. Of age staff should never supply alcohol to minors under any circumstances.
   All staff should never engage in illegal drug usage, abuse alcohol, or involve themselves in violent /hate/assault acts. Failure to comply with these expectations may result in termination.
3. When a staff member's behavior is unacceptable and the facts of the behavior are not in question, a Residence Life supervisor may take employment action against the student employee without further investigation. If the facts are in question, the staff member will be suspended without pay pending the results of an investigation. In either situation, the supervisor will also refer the student employee to the Assistant Vice President for Student Life for disciplinary action if the behavior is in violation of the Student Conduct Code.
4. Use University funds for the sole purpose of providing educational & social opportunities for resident students.

By signing below, I have indicated my agreement to fulfill all obligations listed in this contract. I understand the commitment I am making to the Department of Residence Life at Creighton University as outlined in this contract for the 2006-07 academic year.

PRINT NAME ____________________________________________  SIGN NAME ____________________________________________

SS# ___________________________________ NET ID __________ DATE __________

Email ____________________________

June 2005 ~ wwyjr