General Description
The Resident Director (RD) is a (12) month, live-in, professional staff member responsible for managing the day to day aspects of a freshman or sophomore residence hall. Responsible for hall level leadership to create an orderly environment that supports academic and personal pursuits. This includes, but is not limited to, overseeing the development of community, informing residents about any pertinent community news/announcements, adjudicating possible policy violations, mediating roommate conflicts, and providing administrative oversight for the successful provisions of a residence hall. The six resident directors one for each of the following: Gallagher Hall, Kiewit Hall, Swanson Hall, Deglman Hall, McGloin Hall and Kenefick Hall, work together to provide leadership and direction for either the Freshman or Sophomore Program. The RDs report directly to the Associate Director of Residence Life.

Qualifications
- Master’s degree in student affairs, higher education administration or counseling and experience working on a college campus, in residence life setting is strongly preferred.

Resident Director Responsibilities

Student Engagement, Community Development and Student Care
1. Promote community & personal development in the context of a Jesuit, Catholic liberal arts institution.
2. Support, advise and encourages program development through the Resident Advisor and floor community members.
3. Responds to the personal needs and concerns of residents and their families.
4. Advises the Residence Hall Council (RHC) general assembly and co-advises the RHC Executive Board to build community and receive student input for hall programming and issues.
5. Coordinate efforts with the Community Partner in conjunction with the RHC’s Service, Faith and Justice Executive, including tracking of student attendance and providing reflection opportunities.
6. Recognizes the special contributions of individual residents and staff members.
7. Oversees and edits a monthly newsletter coordinated by the RHC/ARD for the occupants of their respective building.
8. Where appropriate provide oversight and leadership for development of either a living-learning program or departmental program.
9. Serve as a Center for Student Integrity (CSI) hearing officer. Conducts assigned preliminary conference and hearing meetings. Tracks hearing sanctions to completion and submits paper file within a timely manner of the close of the case.

Student Staff Supervision, Training and Development
1. Direct supervision of Resident Assistants (RA), House Advisors* (HA) and Assistant Resident Director (ARD).
2. Provide leadership and oversight for continued development and training of RAs, HAs and ARDs.
3. Serve as the primary supervisor for the ARD who directly supervises the desk operations and facilities issues.
4. Ensure proper Desk Receptionist (DR) supervision including training, proper records for payroll, monthly meetings with DR staff and ongoing development of the DR staff for hall.
5. Ensure Desk Receptionists enforce departmental policies and procedures in regards to the front desk, hall access/security, and general policy enforcement.
6. Expect the ARD to hold monthly Desk Receptionist meetings, providing training and supervisory updates.
7. Assists the Associate Director of Residence Life in reviewing individual incidents, duty scheduling, and in tracking problems within the assigned building.

On-Call Duty
1. Performs on-call duty on rotating basis, 365 days a year for the Creighton University campus along with the other Resident Directors. The Resident Director on Duty (RDOD) serves as the first-responder for the Division of Student Life in the residence halls, dining halls and university grounds when needed.

Administration & Facility Operations
1. Responsible for oversight and maintaining all maintenance reports and the key inventory for the residence hall facility with ARD.
2. Develop and maintain accurate budgets for hall programming, desk staffing and Residence Hall Councils.
3. Maintains accurate records of room assignments, Room Inventory Forms, check-ins/check-outs, occupancy reports, and other operational information relevant to that hall.
4. Ensures weekly inspections of the building’s physical environment and reports regularly to the ADRL for Operations.
5. Ensures regular contact with the AD of Residence Life for Operations to update them on facilities hall facility issues.
6. Coordinates and conducts health and safety inspections during fall, winter and spring breaks.
Department & University Duties
1. Provides information regarding above duties at Departmental and program staff meetings.
2. Provides oversight, and completion of assessment activities in regards to student learning through programs, activities and events.
3. Participates in department/university committees aimed at encouraging student, community development, and campus improvement.
4. Provides summer conferences direction for the building in which they live.
5. Completes other duties as assigned by the Assoc. Director or senior staff members of the Department of Residence Life.

Assistant Director- Lieben Center for Women

POSITION DESCRIPTION

General Description
The Assistant Director for the Eileen B. Lieben Center for Women is a 12 month, professional staff member responsible for the programmatic oversight of the Women’s Center on campus. The Assistant Director is responsible for furthering the goals of the Lieben Center, fostering an environment supportive of female students on campus, and providing effective, educational programming on issues relating to women and gender.

The Assistant Director reports to the Assistant Dean of Students in the Division of Student Life, who serves as the Director for the Center. The Assistant Director works in a primary role for the Department of Residence Life as the Resident Director of Deglman Hall and reports to the Associate Director of Residence Life in this capacity. The Lieben Center is intended to be a minimum 1/3 time commitment for the Assistant Director with a 2/3 time commitment in Residence Life.

Qualifications
- Master’s degree in student affairs, higher education administration or counseling and experience working on a college campus is strongly preferred.

Lieben Center Assistant Director Responsibilities

Women’s Programming and Advocacy
1. Plan and implement Lieben Center programming focused around the center mission and objectives
2. Collaborate with Women and Gender Studies program to co-sponsor at least 1 event per semester
3. Create and maintain on-going programs through the Lieben Center (i.e. “Eileen’s Book Club,” Women’s History Month events, documentary showings, service projects)
4. Plan and implement Women’s History Month programming in collaboration with campus partners including Women and Gender Studies, the Committee on the Status of Women, and various student groups.
5. Implement healthy relationship programming through the Lieben Center

Women’s Leadership Development
1. Collaborate with the Assistant Director of Student Activities for Leadership in administering the Wareham Program
2. Develop a Wareham program retreat in conjunction with the Student Activities office
3. Partner with the All-University Committee on the Status of Women to incorporate student participation into the annual Women’s Summit

Advancement of Lieben Center
1. Build collaborative relationships with campus partners
2. Make connections with student groups interested in gender issues
3. Participate in the Involvement Fair each semester to promote programs and services of the Lieben Center to students and campus partners
4. Represent the Lieben Center on various university committees.

Administrative Duties
1. Select, train, and supervise student employees, interns, and work study students within the Lieben Center
2. Update Lieben Center website regularly to include programs announcements and current events
3. Create and update a “women’s calendar” of events from around campus
4. Maintain the Lieben Center budget
Remuneration

This 12 month, live-in appointment with a starting salary of $34,633 annually, commensurate with experience. A fully furnished modern apartment including a meal plan that provides 5 meals per week and $600 in dining dollars for the year is provided. This position is considered a minimum of 40hr per week position plus on call responsibilities. On-call duty responsibilities for the RDOD team include all holidays and University breaks. All other employment must be approved by the Associate Director of Residence Life.