



Department of Residence Life

ASSISTANT RESIDENT DIRECTOR (ARD) POSITION DESCRIPTION

General Description

The Assistant Resident Director (ARD) is a live-in, undergraduate residence hall staff member responsible for assisting the Resident Director (RD) with the successful provision of services, resources and programs in Creighton's freshman and sophomore residence halls. The ARD receives direct supervision from the Resident Director and their employment period 9-months beginning in August.

Qualifications

1. Achieved junior status or completed (4) semesters of academic work.
2. Cannot be on Academic or Disciplinary Probation and must have a QPA of 2.75. A student cannot be employed or receive any benefits if they are placed on academic or disciplinary probation.
3. Must be able to attend all applicable student staff training including; COU 390 "The Residence Life Institute" (which starts in July with online modules) and have earned a B or better for the class, Fall Training, Winter Training and Spring Training
4. Agree to have other obligation(s), sans academic requirements, paid or otherwise, approved by the immediate supervisor and understand that these obligations generally cannot exceed (8) hours per week. **Specifically, these 8 hours include 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.

Student Responsibilities

1. A Q.P.A. of 2.75 must be maintained while employed in the Assistant Resident Director role.
2. Lives out and models all expectations in full as outlined in the *Student Credo*, the *Creighton University Student Handbook*, and the *Department of Residence Life Student Staff Employment Agreement*.
3. An ARD cannot remain in the position if on Academic or Disciplinary Probation with the University.

Position Responsibilities

Student & Community Development (50%)

1. Works to promote community & personal development in the context of a Jesuit, Catholic liberal arts institution.
2. Advises the hall's Residence Hall Council Executive team, including training, 1on1s, and completion of a yearend summary.
3. Promotes and nurtures the specific hall Community Partner, tracking hours and students involved.
4. Meets weekly with the Resident Director to update them.
5. Recognizes the special contributions of individual residents and staff members.
6. Maintains a seasonal newsletter for the occupants of their respective building. (3 Total Newsletters)
7. Coordinates efforts with the Community Partner including tracking of student attendance and providing reflection opportunities.
8. Assists in creating an orderly environment that supports academic and personal pursuits. This includes, but is not limited to, mediating roommate conflicts, informing residents about any pertinent community news/announcements, and sponsoring events and/or activities that serve to build community.

Supervision & Front Desk Security (25%)

1. Serve as the primary supervisor for the Desk Receptionist (DR) staff for that specific hall, including: all hiring, training, proper records for payroll, and ongoing development of the DR staff for that specific hall.
2. Enforce departmental policies and procedures in regards to the front desk, hall access/security, and general hall practices.
3. Hold monthly Desk Receptionist meetings, providing training and supervisory updates.

Administration & Facility Operations (10%)

1. As a 20hr a week position, a minimum of 10 scheduled office hours per week, two of the office hours are to be spent working at the front desk, unpaid.
2. Responsible for maintaining all maintenance reports and the key inventory for the residence hall.
3. Maintains accurate records of room assignments, room inventory forms (RIFs), check-ins/check-outs, occupancy reports, and other operational information relevant to that hall.
4. Conducts weekly inspections of the building's physical environment, and reports regularly to the Resident Director and Asst. Director of Residence Life for Operations. Coordinates and conducts health and safety inspection during Fall, Christmas, and Spring Breaks.

Student Care & On-Call Duty (10%)

1. Responds to the personal needs and concerns of residents by participating and coordinating in the RAOD system.
2. Assists the RD with duty scheduling, and in tracking problems within the building.

Departmental & University Duties (5%)

1. Attends hall staff meetings, freshman or sophomore program meetings, and Residence Life training sessions.
2. Participate in other department/university committees aimed at encouraging student and community development.
3. Due to the importance of the ARD position, all other combined activities cannot exceed eight (8) hours/week without advance approval by the Resident Director.
4. Other duties as assigned by the Resident Director or senior staff members of the Department of Residence Life.



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Remuneration

This 9 month, live-in appointment provides a stipend of \$1900.00, a meal plan when classes are in session and the dining halls are open, a meal stipend when classes are not in session and the dining halls are closed, and a small one-bedroom apartment. This position is considered a 20hr per week position, not including on-call duty responsibilities. An ARD can work up to an additional 8 hours at their front desk outside of their ARD office hours with the permission of the Resident Director during the academic year. During the summer, an ARD can take classes or work an additional 20hrs a week with the permission of their Resident Director. Students who receive room and/or board as a condition of scholarship, award, or grant cannot receive a cash equivalent for the Assistant Resident Director room and board benefit. (Summer employment for additional remuneration may be available to those who apply)

- Some details are subject to change- updated position description available at the time employee begins to receive pay from the Department of Residence Life.