



## Department of Residence Life

### Graduate Assistant Director of Cortina Community POSITION DESCRIPTION

The Graduate Cortina Assistant Director provides administrative support and relational needs to the Cortina community. The Cortina Program, founded in 2003, was an intentional living-learning community initially established for sophomores housed in McGloin Hall. The program today has grown into a full building of 155 students that includes all class years. The Cortina Community is a collaborative program characterized as a communal, living-learning experience; rooted in the Ignatian tradition of the service of faith and the promotion of justice. The program welcomes students of all faith traditions. Our vision is inspired by Rev. Peter-Hans Kolvenbach, S.J., past Superior General of the Society of Jesus, who challenges us to raise our Jesuit educational standard to "educate the whole person of solidarity for the real world." Named after Father Jon Cortina of the Society of Jesus, the program emulates all that he stood for and was in the context of his community. Fr. Cortina taught engineering at the Universidad Centro Americano (UCA), the Jesuit University in San Salvador, El Salvador. He survived the massacre of the Jesuits in 1989 because he was in the north working with the war's refugees. He served the people of El Salvador and established *Pro-Busqueda*, an organization that helped reunite children with their families who were separated by the civil war. Fr. Cortina received an honorary degree from Creighton University in the spring of 2003. In the honor of his legacy, the Cortina community seeks to enable students to call each other to live authentic lives of faith, and be women and men for and with others.

One hundred and fifty five students (freshmen thru seniors) participate in the Cortina community. As a part of their participation, they engage in weekly community service at various sites around the Omaha area, take one fall semester class (Philosophy/Theology 250 for sophomores or English 150 for freshmen) and one spring semester seminar (Justice and Peace Studies 265 for sophomores), maintain a regular weekly meetings with various guest speakers and to discuss current issues, and simply enjoy living life together. In addition to this, the freshmen in the program meet monthly with companion faculty and staff mentors.

The Graduate Cortina Assistant Director is a live-in, graduate residence hall staff member responsible for assisting the McGloin Resident Director/ Cortina Program Director with the successful provision of services, resources and programs in Creighton's Cortina Community for approximately 155 students. The GA receives direct supervision from the Cortina Program Director and their employment period is on a 12-month cycle beginning June or July.

Cortina Program Goals include:

1. Expose students to cultural and social realities locally, nationally, and globally.
2. Facilitate the development of relationships with those who suffer injustice especially in the Omaha community.
3. Promote engagement with, learning from and respect of the poor.
4. Help students analyze and understand ethical perspectives on the nature of justice and the causes of injustice.
5. Promote personal and communal reflection on the faith that does justice.
6. Provide opportunities to act on behalf of justice.

#### Qualifications

- Bachelor's degree with a G.P.A. that meets the graduate admission requirement. Acceptance to be a full time student in a graduate studies program at Creighton University.
- Prior residence hall leadership, campus ministry retreat, or service experience is preferred and will be used as an initial criterion in evaluating candidates.



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#### **Academic & Student Responsibilities**

The Graduate Assistant Director of Cortina must be enrolled in at least six (6) hours of graduate course work during the fall, spring, and a class during the summer semesters and maintain the required Q.P.A. in their graduate field of study. The Graduate Assistant Director of Cortina 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*. The Graduate A.D. of Cortina cannot remain in the position if on Academic or Disciplinary Probation with the University.

Applicants will typically be full time graduate students in Theology, ministry, counseling, rhetoric or conflict resolution, though other graduate students may apply and will be considered based upon their experience and academic background. Candidates must have knowledge of, experience in, and enthusiasm for residence life, service-learning, and ministry programs. Applicants must possess a strong desire to serve, be community oriented, possess strength in balancing multiple tasks, and be at ease when working with different groups. Successful candidates will be dynamic with excellent interpersonal skills, practice effective time management, have the ability to articulate their faith, and have a passionate desire to minister among and serve college students.

#### **Responsibilities**

The Graduate A.D. will work solely with Cortina students and will seek to facilitate a strong residence hall community that is consistent with the Catholic and Jesuit missions of Creighton University. The Graduate A.D. at Creighton should expect to enter into a dynamic environment and be prepared to be flexible as situations arise. This position will be primarily focused on administrative tasks related to the Cortina community including but not limited to program development, financial management, event planning, marketing and communication, evaluation of programs, and assessment of student learning. As a live-in mentor and role model to the undergraduate students, the Graduate A.D. would bring her or his own personal style of ministry to the position in order to meet the needs of the residence hall community. In addition, The Graduate A.D. must be aware of the types of crisis situations that may arise in the lives of students. These situations must be reported immediately depending on the issue. Because of this, the Graduate A.D. must be aware of all policies and procedures which are to be followed.

#### **Remuneration**

This 12 month, live-in appointment provides a graduate studies tuition (cap of 42 hours) and graduate tuition fees waiver of approximately \$15,928 annually (based off the 2012-13 graduate school rate), a monthly stipend, a furnished one-bedroom apartment, and a super flex meal plan (120 meals and \$200.00 bonus dollars per semester) during fall and spring semester and a 10 meal plan for summer (10 meals per week). This position is considered a minimum of 20hr per week position. On call duty responsibilities do not fall within these hours. It is understood that due to the nature of the work, there may be weeks that are above or below the hours listed and may be required during break time to support the overall graduate assistant program. On-call duty responsibilities for the Graduate Assistant team include all holidays and breaks. The Graduate A.D. can work up to an additional 10 paid hours at their front desk with the permission of the Cortina Director and the Associate Director of Residence Life. All other employment opportunities must be approved by the ADRL. Students who receive room and/or board as a condition of scholarship, award, or grant cannot receive a cash equivalent for the room and board benefit for this program.