Department of Residence Life

Graduate Assistant Director of Cortina Community

POSITION DESCRIPTION

Position Announcement

The Graduate Assistant Director of the Cortina Community in residence program provides administrative support and relational needs to the Cortina community. The Cortina Program, founded in 2003, is an intentional living-learning community for sophomores housed in McGloin Hall. 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. 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.

112 sophomores at Creighton University make up Cortina. Students participate in weekly community service at various sites around the Metro-Omaha Area, take Philosophy 250 and Justice and Justice and Peace Studies 265 as a community, hold meetings with various speakers to discuss current issues, participates in the companion program by meeting monthly with mentors in the community, and simply enjoy living life together. In efforts to facilitate recent community expansion, the Graduate Assistant Director position has been established to further support the program.

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.
General Description
The Graduate 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 100 students. The GA receives direct supervision from the Cortina Program Director and their employment period is on a 12-month cycle beginning July.

Qualifications
• Bachelor's degree with a G.P.A. that meets the graduate admission requirement
• Enrolled full time 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.

Academic & Student Responsibilities
• A Graduate AD must be enrolled in at least six (6) hours of graduate course work during the fall, spring, and summer semesters. And maintain the required G.P.A. in their graduate field of study.
• 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.
• A Graduate Cortina AD cannot remain in the position if on Academic or Disciplinary Probation with the University.

Applicants must be full time graduate students and will be considered based upon their relevant experiences 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 serve with and among college students.

Responsibilities
The Graduate AD will work solely with Cortina students and will seek to facilitate strong residence hall communities that are consistent with the Catholic and Jesuit missions of Creighton University. 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, each Graduate AD 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 AD 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 AD must be aware of all policies and procedures which are to be followed.

Position Responsibilities
Student & Community Development (50%)
1. Meets weekly with the McGloin Resident Director, updating the RD on resident concerns and floor issues.
2. Recognizes the special contributions of individual residents and staff members.
3. Facilitate small faith sharing and reflection groups.
4. Collaborate with the Resident Advisors and advise the Cortina Alumni Residence Council (ARC).

Student Care (10%)
1. Responds to the personal needs and concerns of residents in the Cortina Community.
2. Shares information about students with their supervisor and other appropriate University personnel. Due to the nature of the relationship between the Graduate Cortina AD and the undergraduate student, confidentiality can never be absolutely guaranteed.
3. Serve as a member of the Graduate Assistant on Call duty rotation once every 4 weeks.

Administration & Operations (25%)
1. Assist with budget administration and finance operations of the Cortina program.
2. Manages database and information for Cortina including but not limited to: Class registration processes, Companion program, service site attendance, service trip coordination
3. Facilitate meaningful partnerships with service partners in the metro-Omaha area and meets Bi-weekly with ARC service site coordinators.
4. Collaborates with the Director of Cortina to facilitate effective evaluation of the program and assessment of student learning.

Departmental & University Duties (5%)
1. Participate in other department/university committees aimed at encouraging student and community development.
2. Other duties as assigned by the Resident Director and senior members of the Department of Residence Life.

Remuneration
This 12 month, live-in appointment provides a graduate studies tuition (cap of 42 hours) and graduate tuition fees waiver of approximately $14,900.00 annually (based off the 2010-11 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). The Graduate AD will be expected to work a minimum of 25 hours per week. 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. On-call duty responsibilities for the Graduate Assistant team include all holidays and breaks. All other employment opportunities must be approved by their supervisor. Students who receive room and/or board as a condition of scholarship, award, or grant cannot receive a cash equivalent for the Graduate AD room and board benefit.