RESILAR

MAKE YOUR MARK

STAFF SELECTION

2015 - 2016
Overview

• Student Staff Positions
• Position Responsibilities
• Myth or Fact?
• Compensation
• Selection Process
Our Positions

- **Resident Advisor**
  - About 60 RAs on staff
  - Responsible for freshmen or sophomore residents

- **Assistant Resident Director**
  - One ARD for each building
  - Responsible for managing the front desk of the building, helping to advise the RHC, serving “on call” for facilities issues, and working closely with the RD on a variety of other tasks

- **Campus Ministry Community Assistant**
  - 2 CMCAs currently located in Kiewit and Swanson
  - Serve as peer resources to students looking to grow in the areas of service, faith, and justice
Staff Responsibilities

- Community Development
- Duty
- Administrative and Departmental Duties
- Student duties
Student and Community Development

• Programs!
  – All positions require programming
  – Number depends on position and whether you have freshmen or sophomore residents
  – Based on our 6 Residential Student Competencies

• Hall Decorations
  – Bulletin boards (RAs, ARDs, MMCAs) and door decorations (RAs)

• Being present on your floor/in the building
  – You are expected to know all your residents!
Duty

• You are responsible for student safety and security
• Be available and in your building
• RAs
  – Weekday duty – 5 PM – 8 AM, Rounds at 7 PM, 10 PM, 1 AM
  – Weekend duty – 5 PM– 5 PM, Rounds at 7 PM, 10 PM, 12 AM, 2 AM
• ARDs
  – 7 days, Monday to Monday
  – Nightly round of Opus and Davis around 10 PM
• One break a year (Fall, Thanksgiving, Easter, Spring)
  – 2-3 days, 24 hours a day during a single break
• What happens on duty?
  – Sick residents, policy violations of all kinds, community building
Administrative/Departmental Duties

• Paperwork
  – Roommate contracts, weekly reports, program proposals and evaluations, incident reports, RIFs

• Training
  – Fall training prior to August move-in
  – Winter training prior to January move-in
  – Weekly staff meetings Mondays at 9 PM

• Serve on departmental committees
Student Duties

• You are students first!
  – Maintain a 2.5 GPA
• Live a life of balance
  – Many RAs are involved in a variety of student organizations across campus
  – To prevent being overwhelmed, other involvements must be less than 8 hours a week
• COU 390
  – Required course for all new staff members
  – Begins online during the summer and extends into the fall semester meeting every other week
Myth or Fact?!
RAs/ARDs/MMCAs never get to have any fun or spend time with their friends
MYTH

You are people first! Leave the hall when not on duty, and be sure to find a balance between work and fun so you don’t get burned out.
You deal with crazy stuff every time you’re on duty.
MYTH

Many nights are very routine. Working with humans is always unpredictable, but you are never alone on duty!
It’s easier to be an RA for sophomores than for freshmen
MYTH

They have different roles to support their populations differently, but one is NOT easier than the other. Apples and oranges!
You should be an RA for the money – and the free room and board!
MYTH

While there are some great perks, it’s not worth the time and energy required to be on staff if you’re just in it to be compensated.
Being an RA can affect your financial aid package
Potentially TRUE

Be sure to talk to the Financial Aid Office if you have questions about your situation
If you don’t get chosen right away, you will never be an RA/ARD/MMCA
MYTH

We create an “active pool” of candidates that we hire from into the spring and summer!
Perks

- Single room with private bath
- 9, 12, 15, or All-Access meal plan
- $900 stipend for the year
- Intangibles
  - Leadership, time management, critical thinking
  - PEOPLE SKILLS
  - Making a positive impact on the Creighton community
  - Development from professional staff
Selection Process

- Application for RA is on Jobs4Jays
  - Creighton University Department of Residence Life
  - Job ID #25498
- Application for ARD
  - Job ID #25554
- Application for MMCA
  - Job ID #25594
- Applications due Wednesday, November 18th
Selection Process

• Use Jobs4Jays to upload resume
• Follow link in application to complete the supplemental questions in a BlueQ survey
• Invitations for interviews will be sent by November 24th
  – Sign up through Jobs4Jays
  – Interviews will be December 3rd and 4th
Selection Process

• Second Round interviews
  – Group Process
    • Be put into small groups to complete various activities so we can see how candidates interact with others
  – In January after school starts
• Selection!!
  – Positions offered in early February
  – Don’t be discouraged if you get offered a spot in our active pool!
Questions?