Arch Scholars' Residence Hall Co-Director

Arch Scholars is a suite of programs that serves students who identify as first generation, low income, and/or those who attended under-resourced high schools. The majority of our programs are residential summer programs on the Evanston campus. Arch is hiring up to four residence hall co-directors to support the mission of community building and safety during our programs. **We are hiring two co-directors from June 22-August 1 and two from August 1-September 2 (the 9/2 date may shift by a day but will be confirmed by spring).**

The Arch Residence Co-Director will support the success of the four summer programs (Bio&ChemEXCEL, Bridge, NU Bioscientist, and Posner) by serving as a resource to students and counselors in the residence hall. The primary goal of the co-directors is to maintain a safe living environment for participants and help maintain a healthy and positive community. Two co-directors will serve simultaneously and oversee the residence hall for approximately 75 incoming first year students and sophomores and 8-12 undergraduate program counselors.

Residence directors will generally be scheduled in shifts for 4 days on and 3 days off with alternating weekends for a total of approximately 35 hours per week, though some of this time is "unstructured." Most responsibilities are during the evenings (5pm to midnight) and weekends. Days that you are on duty, you must be accessible and on-campus. Arch administrators will be available for program/student support during regular business hours (M-F, 8:30am to 5pm) so co-directors are generally free during that time. This role is a great opportunity for someone who wants to engage with undergraduates and be a source of support while contributing to a strong community of FGLI scholars.

Co-directors will receive a weekly stipend of $800 in addition to free housing and dining. Please note that housing accommodations are in undergraduate residence halls; private rooms are guaranteed but private bathrooms are not.

The deadline to apply is February 28 and the application can be found **here**. If you have questions/concerns, please reach out to Rebecca Enright Siroky at rebecca.siroky@northwestern.edu.

Responsibilities:

- Assist with counselor orientation as well as move-in and move-out days for program counselors and participants
  - Key dates for the co-directors working June to August are 6/22, 6/23, 7/4, 7/26, 7/27
  - Key dates for the co-directors working August to September are 8/1, 8/3, 8/4, 8/16, 9/2
- Act as the IN LOCO PARENTIS when it is necessary to accompany students to urgent care or the emergency room
- **Live in the residence hall and stay overnight unless scheduled for a night off – overnight guests are prohibited**
- Attend at least one dinner per week with each program
- When on-call, perform walk throughs of residence in the evenings and provide room access for sophomores when locked out (5pm to midnight)
- On-call for emergencies
- Provide leadership support to BCE and Bridge counselor staff
- Attend weekly meetings with Arch administration and counseling staff
- Facilitate a 1-hour weekly research chat with sophomores participating in Posner and NU Bioscientist (one evening per week)

- Enforce and abide by University and program residential policies and procedures
- Report and follow-up on any safety and security issues with Housing and/or Arch administration
- Serve as primary liaison and point of contact for all residential issues
- Help mediate/resolve roommate disputes between program participants
- Serve as point of contact to distribute items/supplies to program participants (ex: CTA cards, snacks, etc).

Qualifications:

- Prior experience in residential life is strongly preferred
- Previous supervisory experience and demonstrated leadership skills
- Experience and interest in working with a diverse student population
- High level of discretion and confidentiality
- Energy, enthusiasm, and ability to motivate others
- Comfortable exploring issues of equity
- Conflict resolution experience
- Ability to lift 20-25 lbs