

## 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 13-August 1 and two from August 1-September 10.

The Arch Residence Co-Director will support the success of the four summer programs 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.

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 March 29 and the application can be found [here](#). If you have questions/concerns, please reach out to Rebecca Enright Siroky at [rebecca.siroky@northwestern.edu](mailto: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 6/14, 6/20, 6/21, 6/22, 7/27, 7/28
  - Key dates for the co-directors working August to September are 8/8, 8/9, 8/10, 8/11, 9/10
- 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
- On-call for emergencies and/or room lockouts, including overnight on-call shifts
- Provide leadership support to BCE and Bridge counselor staff
- Attend weekly meetings with Arch administration and counseling staff
- 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
- Serve as point of contact to distribute items/supplies to program participants (ex: CTA cards, snacks, etc).
- **Most responsibilities are during the evenings and weekends – Arch staff will be available for program/student support during regular business hours (M-F, 8:30am to 5pm)**

### 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