Solstice, Apogee, Spectrum & Equinox Programs

Assistant Residential Directors (ARDs) work under the direction of the Residential Director (RD) to help manage the residential program for their assigned Summer Program. ARDs live in the residence hall for the duration of the program and have 24/7 on-call responsibilities. ARDs may not have other work or school commitments during their term of employment. Day-to-day tasks include implementing program activities and trouble shooting student and staff issues. Administrative duties include assisting with staff training sessions, implementing program policies, managing Opening and Closing Day activities, and supervising staff and students while maintaining a safe, positive and nurturing environment. As leaders, ARDs must help set a professional tone for the program and serve as role models for staff and students. ARDs must be effective leaders and enforce CTD rules with their staff members. Each ARD serves a Specialization Area: Weekday Activities and Schedules; Weekend Excursions, Schedules, and Staff Support; Housing Operations and Health. As necessary, ARDs serve multiple or hybrid specialization areas.

General Responsibilities:
- Carefully review all hiring and onboarding materials provided by the Summer Program. Return all completed paperwork as requested;
- Attend coordinator training;
- Uphold and promote the CTD Honor Code;
- Follow all CTD rules and regulations concerning staff conduct, appropriate dress, program procedures, and other responsibilities as set forth in the staff handbook and by administrative staff;
- Live and sleep in the residence hall for the duration of the program and have 24/7 on-call responsibilities;
- Be available by CTD-issued mobile phone at all times to respond to requests and emergencies;
- Be familiar with the responsibilities of all A/RDs on the program team in order to support them appropriately during the session and cover for them in their absence;
- Assume other program related responsibilities as requested by CTD administrative staff.

CTD Assistant Residential Coordinators (ARDs) are required to:

Pre-Session
- Learn administrative policies and NU procedures that must be implemented in the residence halls;
- Become familiar with the NU campus, including but not limited to classroom and program buildings, as well as the Evanston campus and town boundaries described in the staff handbook;
- In collaboration with the RD and administrative staff, participate in and assist with training residential staff;
- Prepare the residence hall for staff and student arrival; including room assignments, door and hall decorations, and creating, organizing and stocking health and administrative office spaces;
- Help the RD create Opening Day procedures, including student registration, medication intake, key distribution, parent & staff communication; assist the RD in staff training for Opening Day;
- Collaborate with the Summer Program Coordinator Assistant to ready staff for Airport student pick-up;
- In collaboration with the RD and administrative staff, the Health and Housing ARD will:
  a. Create room assignments and complete housing workbooks;
  b. Confirm key availability and direct staff with room checks;
  c. Communicate with NU housing on any facilities issues in the residence hall;
  d. Train staff on student health policies and procedures;
  e. Set up health office;
  f. Create and distribute to staff members appropriate health information in support of incoming residents;
  g. Create and communicate a comprehensive check-in system for students arriving on Opening Day;
- In collaboration with the RD and administrative staff, the Weekday Activities ARD will:
  a. Plan and begin to confirm weekday activities for students;
  b. Reserve activities spaces and secure activities supplies;
  c. Schedule staff to run activities;
  d. Begin to communicate with parents as needed for student preferences;
e. Create an activities information station and quick-page for families and students to be available on Opening Day.

- In collaboration with RD and administrative staff, the **Weekend Excursions and Staff Support ARD** will:
  
  a. Collaborate with other CTD administrative staff to schedule weekend excursions and transportation - this means reserving and paying for spaces and transportation services;
  
  b. Train staff on activities scheduling, operations, and student procedures;
  
  c. Create scheduling system for staffing weekend excursions;
  
  d. Prepare excursion specific instructions for residential staff;
  
  e. Create an activities information station and quick information page about weekend opportunities for families and students to be available on Opening Day;
  
  f. Perform regular check-ins with residential staff regarding effective student management, relationships, and the development of student evaluations;
  
  g. Create small professional development and support groups for residential staff.

**During Session**

- ARDs are on hand and on call 24/7 except during limited scheduled time away;
- During scheduled time away*, ARDs must be available by phone (in the event of an emergency), travel no further than 30 minutes off campus, and confirm with the RD how his/her responsibilities will be managed in their absence;
- Carry and use a CTD-issued cell phone at all times and respond to issues or emergencies, even during scheduled time away;
- Provide support and direction to staff in order to foster an inclusive, positive, fun, and safe residential community for students;
- Ensure that residential staff members uphold CTD’s standard of supervision at all times; address and redirect staff who are observed to compromise CTD’s standard of supervision and communicate all issues to RD;
- Ensure that rules and procedures are enforced consistently and respectfully by R/TAs when addressing student behavior; address student behavior as necessary;
- Monitor student medications room during peak hours when students require access and uphold confidentiality policies;
- Meet with the RD each day to review previous day’s events, and confirm daily schedule and tasks, and create action plans for student and staff issues;
- Complete PowerSchool log entries to document any student or staff concerns (academic, behavioral, social-emotional, disciplinary or medical) and submit to the RD within 12 hours;
- Provide support to residential staff in addressing student issues such as health, academic, discipline, etc.;
- Work with the RD to help facilitate the daily meetings with residential staff members;
- Attend administrative meetings with coordinators and CTD administrative staff;
- Maintain safety, cleanliness, and security of the residence hall. Ensure that R/TAs have safety plans and security contacts;
- Help collect and organize work orders and residence hall maintenance requests, as needed;
- Schedule appointments for students who need to visit the university health office;
- Attend office hours at the Family Institute as needed to resolve student mental health and/or behavioral issues;
- Under the direction of the RD respond to parent concerns quickly, efficiently and appropriately in person, on the phone, and via e-mail;
- Facilitate the planning, staffing, and training for afternoon, evening and weekend activities;
- Monitor, inventory, and shop as needed for residential and activities supplies;
- Assist the RD in overseeing residential staff petty cash expenditures (as needed); work with the RD to manage the collection of student activities payments; work with the RD to account for all residential petty cash and credit card expenditures, staying within the program budget and keeping an accurate income and expense record. If purchases are made, submit receipts to the RD within 24 hours;
- Organize, inventory, stock, and secure Residential Office between sessions/weeks;
- Assist RD in checking in with staff daily to provide ongoing training and support and identify areas of achievement and areas for growth;
- Assist RD in reviewing student evaluations submitted by RA staff;
- Create and communicate Closing Day procedures, including room checks, medication and key return, and airport departures.
Post-Session

- Assist RD in completing written evaluations of each staff member at the end of each session;
- Assist RD in completing a site report and participate in a debriefing meeting with administrative staff;
- Inventory and label and return residential supplies;
- Assist with the closing of the residence hall and manage the collection and inventory of room keys;
- Return cell phone, computer, keys, purchasing card, petty cash, receipts, invoices, any outstanding paperwork and office supplies to administrative staff.

Qualifications:

- Current or past enrollment in an undergraduate or graduate program;
- Experience working with students in a residential program setting;
- Training or background in identifying and addressing social and emotional needs of adolescents;
- Exceptional organizational, communication and problem solving skills;
- Professional demeanor; motivated, flexible and adaptable;
- A positive attitude toward a position’s expectations and responsibilities in a fast-paced environment;
- Personal responsibility for the wellbeing of the students and staff with whom they work;
- Proven leadership experiences; staff management experience preferred;
- Must be able to traverse distances of at least one mile with or without accommodation;
- Must be able to lift and/or maneuver at least 40lbs;
- Strong work ethic and commitment to teamwork.

Employment Dates and Stipend

Evanston, IL – Northwestern Campus
Full time work June 14 - August 6, 2016
Starting salary $4700 increasing to $5200 based on CTD Summer Program experience, plus room and board.
8-10 positions available

*Time Away: one weekday and one half weekday per each of the two three-week sessions; no time away can be taken on Fridays, Saturdays or Sundays; residential staff are not permitted to travel further than 30 minutes away from the NU campus at any point during their employment with CTD, nor are they permitted to sleep outside the residence hall.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.