



SANTA CLARA UNIVERSITY
Office of Residence Life
Neighborhood Representative Position Description
2022-2023

Neighborhood Representatives (NRs) are peer leaders who serve as student members of teams in Junior and Senior residential communities. NRs contribute to the development of a community of scholars by assisting the academic and personal development of residents and by promoting and supporting an inclusive environment in which differences are thoughtfully explored. NRs are expected to know and uphold Santa Clara University and Housing and Residence Life (HRL) policies, procedures, and community standards, collaborate to build community, and encourage responsible citizenship on and off the SCU campus.

NRs are expected to actively work to promote a community which is respectful and inclusive of all residents, regardless of gender, age, race, ethnicity, religion, creed, socio-economic status, sexual orientation, ability, or immigration status. To do so, NRs should be fully available, open, and present with all of their residents equally and meaningfully.

The following document describes the qualifications for application, selection, requirements, and grant in aid for the NR position. Once assigned to a community, the expectations of the NR role may be adapted to reflect the needs, focus, and unique character of the community. A current student staff member seeking to return for another year will need to re-apply each year.

LEADERSHIP

- Serve as a positive role model for responsible behavior, personal integrity, and maturity, on and off-campus;
- Exercise good judgment and ethical decision making, on and off-campus;
- Understand and apply Jesuit education philosophy, specifically care for the whole person, to role;
- Develop an understanding of diversity, identity, and intercultural competence in order to promote an inclusive environment that encourages dignity and respect;
- Engage in ongoing formation, skill development, and reflection for personal and professional growth;
- Know and abide by SCU and HRL policies, procedures, and standards.

COMMUNITY DEVELOPMENT

- Initiate opportunities to engage with residents through a visible presence in the community, showing genuine care and interest, and actively listening to resident concerns;
- Maintain contact and meet with residents in each unit in assigned building(s) on a quarterly basis to help identify and address individual resident needs;
- Record quarterly meetings with residents through the intentional interactions form;
- Spend a minimum of two hours per week at the service desk to assist residents and provide visibility to the larger community;
- Encourage resident accountability through the facilitation of roommate agreement meetings, community standard conversations, and the education and enforcement of SCU and HRL policies, procedures, and standards;
- Facilitate the development of a strong, safe, and welcoming community by engaging in difficult dialogues about diversity, inclusion, social justice, and wellness.
- Plan and attend floor/community-wide programs that encourage connections amongst residents;
- Act as a liaison between residents and the community Leadership Team.

INTEGRATED EDUCATION

- Plan, implement, and assess programs to meet community programming requirements (active and passive);



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- Design and implement intentional programs connect to upper class resident needs, encourage personal growth and reflection, support the Justice Starts Here initiative, and promote academic success and learning;
- Support resident initiated programs and projects that connect to the community theme and encourage resident engagement;
- Demonstrate ability to assess comprehensive needs of the community and develop strategies to respond;
- Utilize awareness of Leadership Team members and campus resources for collaboration and referral.

TEAM CONTRIBUTIONS

- Express opinions and advocate for community and resident needs in the team setting;
- Collaborate with and develop strategies for working with diverse members of the staff and Leadership Team to provide support and assistance to all members of the community staff;
- Attend and participate in all team-related meetings, trainings, and activities;
- Deliver positive and constructive feedback to team members in a thoughtful and intentional manner;
- Receive and apply positive and constructive feedback in an effort to learn and grow;
- Fulfill the responsibilities of assigned emphasis area(s), meeting all requirements and providing updates to community staff.

ADMINISTRATIVE RESPONSIBILITIES

- Utilize strategies to complete all requested administrative tasks and written reports in a timely and thorough manner;
- Assist with all aspects of opening and closing of the building and resident check outs throughout the year;
- Facilitate the completion of work-order requests, follow up on floor/community damage, and complete health and safety inspections for assigned community each quarter;
- Apply appropriate strategies, reporting protocols, and resources when responding to and assisting with emergency and crisis situations;
- Educate and hold residents accountable to emergency protocols and procedures;
- Participate in and assist with safety and evacuation drills and procedures;
- Assist in Student Staff Selection and Formation processes as directed by Leadership Team;
- Apply time management strategies to effectively balance the demands of the position;
- Demonstrate effective written and oral communication skills;
- Communicate, support, and uphold SCU and HRL policies, procedures, and standards and notify appropriate University official(s) should violations of policy occur;
- Serve as a campus security authority when informed of allegations regulated under the Clery Act*;
- Serve as a responsible employee for allegations regulated under Title IX*.

* These responsibilities will be reviewed during formation.

QUALIFICATIONS FOR APPLICATION, SELECTION AND CONDITIONS OF POSITION

- Have a minimum cumulative and term grade point average of 2.50 or above at the time of application and during the entire duration in the Neighborhood Representative position.
- Be enrolled as a full time undergraduate student with a minimum of 12 units per quarter for the entire academic year (students wishing to take over 18 units in a quarter must receive supervisor approval before enrolling);
- Have status as rising Junior or Senior undergraduate student prior to start of position;
- Be in good disciplinary standing with the University during the entire term of position
- Live in assigned community and hold the NR position for one academic year. If NRs do not complete the year commitment they may be required to vacate their assigned space;



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- Enrollment in ASCI 75 - Student Development in the Residence Halls course for new incoming Community Facilitators and Neighborhood Representatives;
- Be available to work during the following time periods:
 - Begin returning to campus as early as Thursday, August 31, 2022 to begin Formation activities and have no other commitments until classes begin;
 - Remain on campus until Saturday, December 10, 2022, at 5:00pm before leaving for winter break;
 - Return to campus by 2:00pm for winter and spring quarter Thursday, January 5, 2023 to assist with community building preparations and no other commitments until classes begin;
 - Remain on campus until Monday, June 12 at 9:00pm to assist with the closing of University Villas.
- Full participation is required during all formation periods (Spring and Fall), with the expectation of no other commitments during the formation period until classes begin. Any potential conflicts must be discussed in advance with supervisor;
- Be available for staff meetings and department wide functions on all Wednesdays during the academic year from 5:00pm-7:30pm. This availability is required of all staff members and means that you commit to not scheduling any other activity during this time frame for the entire academic year. Should you think an exception for an academic class or lab should be made, you must discuss with your supervisor in advance of registration.
- Be available to assist in departmental efforts related to Student Staff Group Process (January), and Admissions Office events such as Open House (October) and Preview Days (April);
- Spend a minimum of 10-15 hours per week in the NR position with more hours required (per week) during Fall Formation and annual closing periods;
- Students chosen for a Neighborhood Representative position must seek approval from their supervisor for all outside commitments beyond those directly required by academic coursework or the position, before any effort to participate is initiated (this includes running or applying for any additional leadership position on or off-campus).
- Due to the hours required, students may not serve in a Neighborhood Representative position and in a Chartered Student Organization official leadership capacity or other student leadership positions which would require more than 12 hours per week.

GRANT IN AID

- NRs will receive a grant in aid award of \$7656 annually as a part of their financial aid package as long as they remain in the position, to be paid out evenly at the beginning of each quarter to assist with off-setting Room and Board charges.
- NRs in the University Villas are guaranteed a two or four bedroom apartment at their expense.

Please Note: Financial aid may be affected by the NR grant in aid package. Please check with the Financial Aid Office for your individual situation.