



RESIDENCE LIFE PRO-STAFF ON-CALL GRADUATE INTERN

700 students call Viterbo University on-campus housing 'home' every academic year. Under the supervision of the Area Coordinator, this position will serve in the professional staff on-call duty rotation and will work to ensure an approach of equity and safety in all incident response. Responsibilities aligning with the graduate assistant's talents and interests may be assigned as desired.

Responsibilities:

ON-CALL DUTY

1. Provides on-call duty coverage on a scheduled basis. Carries duty phone during all on-call duty hours and responds immediately to all calls.
2. Assists and accompanies Resident Assistants and Campus Safety with incidents and emergencies when on call.
3. Is not permitted to leave campus between 10 pm and 6 am or consume alcoholic beverages during on-call hours.
4. Spends on call overnight hours in campus housing to adhere to live-in and quick/emergency response nature of the position.

GENERAL

5. Responds to campus incidents and emergencies including, but not limited to alcohol and drug use/abuse/overdose, vandalism, incivility, and mental health crises Responds to all inquiries, problems and complaints from students and staff. Refers inquiries, problems and complaints to the Assistant Dean of Student Community as necessary.
6. Maintains a lead role when responding to incidents and crisis situations. Meets with Resident Assistants at the scene of each incident to lead and expedite effective response and to follow up appropriately.
7. Maintains confidentiality and follows all on-call processes and procedures.
8. Maintains complete, accurate and updated records, including comprehensive submission of incident reports in a timely manner.
9. Works an average of 5 hours per week in the Residence Life Office during weeks not on call.
10. Other duties as assigned.

Compensation: Private on-campus apartment; \$600 V-Hawk Bucks/semester for use in on-campus dining facilities.

Qualifications: Bachelor's degree, strong communication and administrative skills required. Previous residence life experience preferred. Must live on campus and respond to requests/emergencies while on call. This position is security sensitive and will require a background check.