Division of Student Development
New Employee Orientation Guide

2012-2013
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Mission</td>
<td>3</td>
</tr>
<tr>
<td>Jesuit Values</td>
<td>4</td>
</tr>
<tr>
<td>5 Dimensions of the SLU Experience</td>
<td>5</td>
</tr>
<tr>
<td>President’s Vision for Saint Louis University</td>
<td>6</td>
</tr>
<tr>
<td>Student Development Mission &amp; Vision</td>
<td>7</td>
</tr>
<tr>
<td>Division Expectations of Student Affairs Professionals</td>
<td>8</td>
</tr>
<tr>
<td>Department Overview</td>
<td>9</td>
</tr>
<tr>
<td>Division Policies</td>
<td>12</td>
</tr>
<tr>
<td>General Q&amp;A</td>
<td>16</td>
</tr>
</tbody>
</table>
University Mission

The Mission of Saint Louis University is the pursuit of truth for the greater glory of God and for the service of humanity. The University seeks excellence in the fulfillment of its corporate purposes of teaching, research, health care and service to the community. It is dedicated to leadership in the continuing quest for understanding of God's creation and for the discovery, dissemination and integration of the values, knowledge and skills required to transform society in the spirit of the Gospels. As a Catholic, Jesuit university, this pursuit is motivated by the inspiration and values of the Judeo-Christian tradition and is guided by the spiritual and intellectual ideals of the Society of Jesus.

In support of its mission, the University:

- Encourages and supports innovative scholarship and effective teaching in all fields of the arts; the humanities; the natural, health and medical sciences; the social sciences; the law; business; aviation; and technology.
- Creates an academic environment that values and promotes free, active and original intellectual inquiry among its faculty and students.
- Fosters programs that link University resources to local, national and international communities in collaborative efforts to alleviate ignorance, poverty, injustice and hunger; extend compassionate care to the ill and needy; and maintain and improve the quality of life for all persons.
- Strives continuously to seek means to build upon its Catholic, Jesuit identity and to promote activities that apply its intellectual and ethical heritage to work for the good of society as a whole.
- Welcomes students, faculty and staff from all racial, ethnic and religious backgrounds and beliefs and creates a sense of community that facilitates their development as men and women for others.
- Nurtures within its community an understanding of and commitment to the promotion of faith and justice in the spirit of the Gospels.
- Wisely allocates its resources to maintain efficiency and effectiveness in attaining its mission and goals.

(Approved by the Board of Trustees on September 27, 2008)
Jesuit Values: Standards of Conduct for the Common Good

As members of the Saint Louis University community, we demonstrate conduct and performance consistent with SLU’s mission - the pursuit of truth for the greater glory of God and for the service of humanity. We strive to always do what is right for our community and for each other, with an overall goal to work toward the common good. The principle of the common good invites us to establish mutual connections and interdependence based on reciprocal respect and solidarity. And our commitment to the common good becomes manifest in the shared values of responsibility and spirituality as we respect all persons. Behavior that fosters the common good rejects selfish individualism and seeks the well-being of all in our community.

In accord with its mission statement as a Jesuit, Catholic institution, Saint Louis University strives to be "Catholic" or "universal" in recognizing the values we share with all traditions and persons of good will. Saint Louis University celebrates a tradition that, above all, honors the virtue of love and its call to generosity and selflessness. In our aspirations to realize the University’s mission, we celebrate a shared set of values that support the common good. We refer to these values as the "5Cs": competence, conscience, compassion, commitment and community.

Competence - We develop and demonstrate innovation and competence in the performance of our responsibilities as we seek excellence. Pursuing competence enables us to comply with legal standards, to adhere to University policies and to live morality beyond legality. By competence we solve problems and support one another in difficult times. We ask questions and seek assistance when we are uncertain about the proper course of action. We promote free, active and original intellectual inquiry among all University members.

Conscience - We cultivate and follow our conscience for the development of the whole person in community. Respecting conscience encourages us to value inter-religious collaboration and respect the faith of diverse religious communities. Through conscience we deepen and clarify ethical conduct in the ongoing quest for enlightenment, understanding and truth.

Compassion - We embrace and show compassion through patience with and understanding of ourselves and other people. Practicing compassion helps us to demonstrate effective communication skills by listening, seeking first to reflect and understand before making decisions and taking action. With compassion, we enhance selflessness when interacting with others and we seek forgiveness when appropriate.

Commitment - We demonstrate and celebrate commitment by implementing our responsibilities with honesty and perseverance. Honoring commitment displays our respect for the dignity of others and ourselves. Through commitment, we foster civility with others and enhance ethical performance and conduct in our lives.

Community - We foster and express community when we respect the dignity of others as much as our own dignity. Nurturing community promotes dialogue and decision-making that address issues of ignorance, injustice, poverty, racism and educational needs. Through community, we welcome others from all racial, ethnic and religious backgrounds. We work together to build teamwork, to offer mutual support and to enhance our personal and professional accomplishments.

This set of shared values (the 5Cs) provides a lens, so to speak, for applying the University’s more general mission statement to practical matters of performance and practice by enabling us to identify standards of conduct that can promote the common good. In other words, this set of values (the 5Cs) should permeate and influence the standards of conduct for the common good that follow.

(Retrieved December 19, 2008 from: http://www.slu.edu/x12091.xml)
5 Dimensions of the SLU Experience

Reflective of its mission, Saint Louis University strives to engage its students in five interrelated dimensions contributing to the development of the whole person: scholarship and knowledge, intellectual inquiry and communication, community building, leadership and service, and spirituality and values.

1) Scholarship and Knowledge
By developing a well-rounded educational foundation which incorporates learning through experience, by becoming scholars in their chosen fields, and by dedicating themselves to the advancement of knowledge, students are prepared for advanced study, for their careers, and for lifelong learning.

2) Intellectual Inquiry and Communication
By developing the abilities of intellectual inquiry and communication, students are able to learn effectively, express ideas and concepts clearly, and apply their knowledge to new situations they encounter.

3) Community Building
By welcoming and working with others, regardless of race, ethnicity, religion, or gender, students build an inclusive community which leads to respect and compassion for human life and the dignity of each person.

4) Leadership and Service
By serving others and by promoting social justice, students become men and women for others who lead by their example.

5) Spirituality and Values
By developing their spirituality, values and openness to the transcendent, students determine principles to guide their actions and their relationships with others.

(The SLU 5 Dimensions were last revised February, 2003)
President’s Vision Statement for Saint Louis University

"My vision is to establish and maintain Saint Louis University as the finest Catholic university in the United States, wherein the entire University community is actively engaged in student formation. Challenged by outstanding faculty and a modern, value-centered curriculum reflecting the Jesuit tradition, students are fully prepared to contribute to society and to be effective leaders of social change based on the ethical values and principles taught in the Saint Louis University tradition."

Lawrence Biondi, S.J.
President, Saint Louis University
1987 to Present

Vision elements (bold), with examples demonstrating each vision element listed below

Reputation of distinction
- Best practices in programs and services which create and sustain an image of excellence in higher education

Vibrant urban location
- Take advantage of the city’s offerings
- Focus on developing mid-town as a ‘destination’

Culture of high performance
- Standards; assessment/evaluation; goals/targets

Forever SLU
- Quality experience; satisfaction with University; affinity for ‘alma mater’

Global perspective
- International; social justice; cross-cultural; diverse

(Retrieved December 19, 2008 from: http://www.slu.edu/x5505.xml)
Student Development Mission & Vision

Mission Statement
The Division of Student Development facilitates programs, services and experiences that help students develop as leaders who are holistically formed, critically reflective, and socially and personally responsible.
(Mission statement established by Division leadership summer, 2004; revised fall 2008)

Vision Statement
The Division of Student Development supports the mission of Saint Louis University, as together the entire University community works to develop students into “women and men for others”. Learning takes place, formally and informally, in the classroom and through the activities, experiences and lives of students outside the classroom. Among other things, these experiences emphasize leadership and service, wellness (mind, body and spirit) and mature interpersonal relationships within the University and our metropolitan environment. We support student learning as defined in the publication, Learning Reconsidered, “a comprehensive, holistic, transformative activity that integrates academic learning and student development.” 1

As a Division, we operate in partnership with other University departments and our students to assist them in reaching their full development as persons. Student formation includes the physical, emotional, social, intellectual, spiritual, vocational, and moral growth that takes place during a student’s SLU experience. We also provide a range of services that contribute to a quality living-learning environment for our students. We promote lifelong values which include respect for all persons, compassion, a sense of personal responsibility, an appreciation of diversity, community engagement, lifelong learning, responsible citizenship, leadership, respect for faith commitments, critical thinking, and ethical decision making. Care for our students necessitates a Divisional focus on excellence in service and environments that impact student learning and development.

The Division of Student Development draws upon and supports the Catholic, Jesuit mission of Saint Louis University. All of our programs support the University’s educational efforts to help students develop as personally and socially responsible persons capable of exercising leadership in advancing the cause of human good in the world.

(Revised by Division of Student Development Executive Leadership team, Fall 2008)

Division Expectations of Student Affairs Professionals
The team of professionals and support staff in the Division of Student Development are dedicated to
developing and forming students into "men and women for and with others". We strive to ensure that our
students have good experiences, both inside and outside of the classroom. We want students to have
opportunities to learn and develop and understand that we need to challenge and support them as they
progress throughout their experience at Saint Louis University (SLU). We do our part to produce
graduates who are active citizens in a global society, able to lead in their fields, competent in their
personal lives and ever-growing as spiritual beings. We understand our programs should address issues
of importance to students and their formation and that the services we provide need to be timely, relevant,
and user-friendly. We strive to be good planners, organizers, facilitators, and teachers, and we
understand the importance of utilizing student feedback for the purpose of developing meaningful
programs and improving what we have to offer. Lastly, we do our best to ensure that our students and
stakeholders value their University experiences and, therefore, are proud to continue their association
with SLU into the future.

In order to accomplish our important work in Student Development, we must collaborate and work
effectively together. There simply are not enough resources available for everyone to “go it alone”. More
importantly, working in silos is not the best way to engage our students, who experience the University in
ways that are not necessarily consistent with the way it is structured. Working effectively together means
respecting each other’s backgrounds, perspectives and experiences. We understand that we need the
experiences and talents of one another in order to provide the best learning environment and experiences
for our students. We embrace diversity in all of its complex forms, recognizing that students are not all
the same. We have high expectations for ourselves as well as our students, and are able to engage in
honest and authentic dialogue about important issues. High expectations also include the need for a
high degree of professionalism and a committed work ethic.

As members of the Student Development team, we are respectful and supportive of each another and of
other colleagues within the larger University setting. While we understand that our primary emphasis is to
ensure the success of our students, we recognize that it is also important to help each other achieve
success in our respective roles. We regard ourselves as a community within a community, placing the
highest degree of importance on trust, honesty, and inclusion. We understand that caring about each
other involves having meaningful dialogues with students and other members of the campus community.

Beyond our areas of specialization, Student Development professionals are educators first and foremost,
or in the case of our service providers, direct supporters of the educational process. As such, we place
the highest priority on learning and development as well as a strong emphasis on student satisfaction with
SLU experiences. We work to provide our students with applied learning experiences and other
opportunities for reflection and increased self awareness that complement their academic pursuits.

As professionals, we strive to model what it means to be open minded, rigorous in our thinking and
planning, willing to embrace change, and committed to our own personal and professional growth. We
are engaged in our work to the extent that our knowledge remains current and our programs and services
adapt as needed. We strive to be experts in our fields and specializations. Accordingly, presentations at
conferences, writing for professional publications and service to professional associations are strongly
couraged and supported. We follow the letter and spirit of all federal, state, and local statutes, and all
University policies. We fully acknowledge and embrace our responsibility to protect the rights of students
in all of our interactions and activities with them. Additionally, we understand the expectations of our
students and stakeholders, the standards of excellence for our respective program areas and the key
processes of our work, which enable us to continuously improve what we do. Lastly, we act with honesty
and integrity at all times. However, in the event that a breach of ethics occurs, whether intentional or
unintentional, we immediately pursue recourse to address the situation and hold ourselves accountable to
others.

(Established by Dr. Kent Porterfield, Vice President for Student Development, July 2006)
Department Overview

**Athletics**  
977-3167  
Chaifetz Arena  
The mission of the Department of Athletics is to provide a program of intercollegiate athletics that fosters and supports a positive educational and athletic experience, not only for student-athletes, but also for the entire Saint Louis University community.

**Busch Student Center Administration**  
977-7054  
Busch Student Center  
Busch Student Center is a central focus on the Saint Louis University Campus that serves students, faculty, staff, alumni, and guests. The "BSC" offers programs, activities, services, and facilities that are available for the variety of needs of its constituents.

**Business & Auxiliary Services**  
977-7288  
DuBourg Hall 243  
The Office of Business Administration provides financial management and information to the Division of Student Development. We support the goals of the division by ensuring the fiscal integrity of Student Development so that each department can provide quality services to University students. Any questions regarding policies or processes relating to human resource issues, budgets, or vendors who provide goods and services to the division should be submitted to this office.

**Campus Recreation**  
977-3181  
Simon Recreation Center  
Campus Recreation provides facilities, programs, education and opportunities for students, faculty, staff and alumni to improve their well-being. Through oversight of intramural programs, wellness education, club sports, fitness programs, and aquatic training, campus recreation serves as a resource for personal wellness.

**Center for Service & Community Engagement**  
977-4105  
Tegeler Hall 317  
The Center for Service and Community Engagement creates a coordinated interface between the University and the urban communities that surround it, seeking ultimately to prepare participants to be effective servant leaders and agents for social change, as well as to foster the creation of a just and equitable society by supporting efforts of students, faculty, and staff in the areas of community service, service learning, academic research, and community partnerships.

**Cross Cultural Center**  
977-2119  
Busch Student Center, 2nd floor  
Multicultural Organization Suite  
Interfaith Sacred Space  
In support of Saint Louis University’s Jesuit mission, the Cross Cultural Center (CCC) maintains an inclusive environment of mutual respect for people of all backgrounds, cultures and identities. It is our mission to promote multicultural awareness and education, provide support services to historically underrepresented and marginalized student populations and develop students into critically reflective and socially just leaders within society. Our efforts are grounded in cultivating knowledge and engagement through intentional collaborations, experiences, initiatives, and programs.
Dean of Students Office 977-1572 Busch Student Center 350
The Dean of Students Office serves as a structural support for students, helping to foster their well being, capability and *cura personalis*. The Office also encourages the promotion of a healthy body, balanced mind and compassionate heart to ensure well being and inclusivity of the SLU community. The Dean of Students Office encourages active engagement and learning of all SLU students to help them to develop as whole people, with a respect for the human dignity of all persons. The Office strives to assist both students and their families in the successful navigation of the SLU experience, and to prepare each student to become a global and empowered citizen who makes responsible, just and ethical choices.

Housing & Residence Life 977-2811 Village Building B
The Department of Housing and Residence Life seeks to provide a quality living environment filled with learning experiences and resources grounded in the Jesuit philosophy to educate men and women so that they may serve others. Trained student and professional staff are available in each residence hall and apartment to serve as an immediate personal and academic resource.

Student Conduct 977-7280 Busch Student Center 319
The mission of the Office of Student Conduct at Saint Louis University is to help students aspire to become men and women for others through an educationally focused disciplinary process that assists students in improving their decision making skills.

Student Health & Counseling 977-2323 Marchetti Towers (East)
Student Health and Counseling Services provides confidential medical treatment, counseling, and outpatient services as well as a variety of educational programs for all Saint Louis University full-time, part-time, and graduate students. The staff includes one full-time physician, six part-time physicians for well-woman care, orthopedics, sports medicine and psychiatry. There are also two psychologists, three licensed certified counselors, four nurses, one medical assistant, one x-ray technician, one part-time dietician, one full time physical therapists and six part-time physical therapist's as well as six support staff. Our operating hours are 8:00am-5:00pm Monday thru Friday.

Student Involvement Center 977-2805 Busch Student Center 319
The Student Involvement Center promotes Student Development and Academic Affairs partnerships which foster student engagement in the undergraduate experience at Saint Louis University through the First-Year Experience, Sophomore/Junior-Year Experience and Senior-Year Experience. Areas of oversight include student involvement and leadership development, fraternity and sorority life, student organizations, student activities, SLU 101, Welcome Week, first-year summer reading, Learning Communities and First-Year Interest Groups, and commuter and transfer initiatives.
Academic Support 977-3484  Busch Student Center 331
The Academic Support department strives to enhance the pursuit of lifelong learning, intellectual inquiry and communication by fostering students’ academic success and encouraging self-advocacy. Services promote a holistic developmental process that empowers students to become independent, competent and confident learners.

Student Success Center, cont.
Career Services 977-2828  Busch Student Center 331
The Career Services Center provides support and resources to help students and alumni find their path by discovering their passion and purpose. Resources include the coordination of programs for deciding students, annual career fairs, resume writing support, interview preparation, and assistance with finding jobs and assistantships, and other personalized support.

Disability Services 977-3484  Busch Student Center 331
Disability Services is committed to providing equal access to educational opportunities for persons with disabilities. The objectives are to enable persons with disabilities in the University to function adequately, both personally and professionally.

Major Exploration Advising 977-2401  Busch Student Center 331
The Major Exploration Advising Center advises first year and other students who are in the process of deciding, in general, on which college/school of the University best meets their educational and career objectives. Until students choose a specific college/school, they are students in University College.

Student Success Center, Medical 977-8992  School of Nursing 114
The Student Success Center on the medical center campus serves as a satellite of relevant services for students in Doisy College of Health Sciences, the School of Nursing and School of Public Health. The Center houses the academic advising unit for these majors, as well as providing on-site tutoring and writing assistance and disability testing.

Student Support and Parent & Family Programs 977-7326  Busch Student Center 313
In accordance with Saint Louis University's Jesuit mission, Student Support and Parent & Family Programs is committed to providing care and support that fosters student success and satisfaction. We are also committed to engaging parents and families to be a part of the SLU community through programs such as the Billiken Parent Association. We strive to assist students, parents, and families in navigating successfully through the SLU experience in preparation for students becoming productive global citizens in an ever changing learning, living, and working environment.
Division Policies

Confidentiality

Given the nature of employment for many employees in the Division of Student Development, access to student and patient personal records is apparent. Consistent with the University expectation, it is the expectation that every employee in the Division who accesses confidential information (including any patient care information, including demographic data, condition, medical records, test results, medical procedures, bills, knowledge of litigation or like information; any internal University financial statements and statistical and narrative reports; employee records and files, salary data and statistical reports containing the same; information from University computers; student records and files, demographic data and statistical reports containing the same; computer authorization/security codes; and any quality improvement reviews, administrative and medical staff minutes), maintain the confidentiality of this information at all times. Confidential information should be discussed and/or disclosed only on a "need to know" basis and in the appropriate work setting. Open and/or public areas considered inappropriate for the discussion and/or disclosure of confidential information include but are not limited to elevators, cafeterias, hallways, restrooms, stairwells, etc. Employees failing to adhere to the University standards with respect to confidentiality are subject to corrective counseling.

Appropriate Use of Alcohol as a Function/Extension of your Position

The Division of Student Development recognizes the potential for alcohol and drug abuse on college campuses. Employees of Saint Louis University are responsible for knowing and following the University’s “Drug and Alcohol Abuse Prevention Policy” which is available on the Human Resources website, and also the University code of conduct for students related to drug and alcohol use which is available at studentconduct.slu.edu. All employees of the Division are representatives of the University. In their personal behavior, they recognize their obligation to be positive role models, acting in accordance with the law and exercising prudence and moderation in their own use of drugs and alcohol.

1. In compliance with legal statutes and University policy, under no circumstances will a professional staff member serve alcohol to minors.

2. It may be appropriate for a professional staff member to consume alcohol in moderation with students of legal drinking age:
   a. at a function sponsored by a University department and/or Chartered Student Organization (CSO) where alcohol consumption has been sanctioned in accordance with University policies;
   b. at a professional conference during a social hour or dinner; and/or,
   c. in the context of a meal at a restaurant or private residence.

3. It is inappropriate for a professional staff member to consume alcohol:
   a. in any place or circumstance where there is likely to be underage drinking, including at campus area bars where there is a documented history of students drinking illegally; and/or,
b. in University housing
   i. with the exception that a live-in professional staff member may serve and drink alcohol in his or her private apartment provided that no underage students are present.
      ▪ In the professional staff member’s apartments, all alcohol, when not in use, is to be stored so that it is not in plain view.

4. If a professional staff member is present at a University department or CSO event and discovers alcohol is being served or consumed contrary to legal statute and/or University policy, the staff member will:
   a. report the infraction immediately to the sponsor of the event;
   b. assess and respond to any potential safety issues involved in the violation;
   c. submit, in a timely fashion, a Confidential Incident Report to
      i. the appropriate Residence Hall Coordinator, if the incident occurs in residential housing; or
      ii. the Student Conduct Officer, if the incident occurs elsewhere.

Logo Guide

Whenever you are utilizing the University logo or Billiken mascot, you should do so within the University guidelines of logo use, as specified by Marketing and Communications. The University marketing and communications office maintains the graphic standards for all University logos, marks and stationery. Appropriate usage and logo samples can be found at http://www.slu.edu/x14802.xml.

Media Relations

We, as a Division of Student Development, want to represent ourselves well to various stakeholders, internal to the University (students, faculty, and staff) and external to the University (parents, prospective students, external community, and local media). In order to assure our best representation, we ask that any employee who is contacted by a media source (anywhere from University News, to Post-Dispatch, to a national publication, or a local news agency), contact their Director to inform them of the initiated contact and interest in further information. The Director will determine at that time the appropriate dissemination of information and person to do an interview (when requested). The Director may also be in communication with our Marketing & Communication Department to further facilitate promotional efforts.
Staff Travel Consideration Guidelines

Operating resources are always finite and each of us must be good stewards of the University’s funds. Given the high cost of travel, we must be especially thoughtful about the choices we make when approving staff to attend conventions, conferences, workshops, seminars, and other professional development sessions that require travel-related expenses. The following information is provided for the purpose of establishing guidance and parameters for travel within Student Development.

Use of Departmental Operating Funds
In order to use operating funds for staff travel, one or more of the following criteria must be met. Fulfilling one or more of these criteria does not guarantee approval of travel request, as other factors may be considered (e.g., availability of funds in department, priorities of staff travel, amount of travel requested per staff member).
- Recruiting professional staff;
- Presenting a paper or program;
- Serving in a leadership role or fulfilling a significant volunteer role in a professional or service association/organization;
- Serving as an advisor or as a sponsor for a group of students at a conference, meeting, mission or service trip, or other approved University activity;
- Training that is required as a part of one’s position;
- Receiving an award or recognition for professional achievement.

Use of Divisional Designated Funds
Any travel requests for reasons other than those stated above for departmental operating expenses will be extremely limited and may only be considered for approval if designated sources are available to fund the expense. Again, designated sources are to be used on a very limited basis and those approved for travel may be expected to produce certain work products resulting from the professional development program they are being funded to attend.

Proposal Review Process
All requests for travel should be submitted in the form of a written proposal, which outlines: a) name of traveler, b) department, c) purpose of travel, d) rationale for attendance, and e) an itemized estimate of all related expenses. Proposals will be reviewed and considered at three levels: 1) Director, 2) Assistant Vice President, and 3) Vice President. Because of the extensive review process, proposals should be submitted with appropriate review time, with attention to registration/reservation deadlines (to take advantage of any cost-reductions possible). The Vice President for Student Development is the final approver for all staff travel within the division, and no request is considered approved without the expressed consent of the Vice President.
Other Professional Development (Non-Travel Related)

Through the University and locally, there are many professional development opportunities for staff, including but not limited to these listed below. We encourage all staff members to take advantage of all possible opportunities to inform practice and improve job performance in these and other ways:

- Monthly Professional Development Series (Student Development);
- Webinars and videoconferences;
- Attendance at local conferences (St. Louis metropolitan area);
- Professional development programs offered by Human Resources;
- Professional development programs offered by Mission & Ministry;
- Cross Cultural Center “I AM” multicultural program series;
- Books, articles, essays and other literature pertinent to higher education and student affairs.

To understand all other employee expectations, please refer to the Staff handbook available electronically through the Human Resources webpage for all employees. Your supervisor/department may also specify specific guidelines and expectations within your own area.
General Q&A

1. **What are some ways I can get more involved in the Division of Student Development, outside of my department?**
   You are encouraged to become involved in the Division of Student Development outside of your specific job function as you have an interest, and as it is appropriate with your job. Please consult your supervisor if you have specific interests/desires regarding the appropriateness. There are many ways throughout the year to become more involved outside of your department, some of which include:
   - Student Conduct hearing officers
   - Career fair volunteer
   - Divisional float for Homecoming
   - Faculty/staff move-in
   - Ask Me campaign for Welcome Week
   - First-year summer reading group facilitator
   - University 101 primary instructor (masters required)
   - Wellness program volunteer
   - Make a difference day volunteer
   - Community Cares/Billikens After Dark event volunteer

2. **Who do I contact if there are maintenance problems in my building/office?**
   **For Maintenance Support:** Call 977-2955. You can also submit an on-line work order through the Facilities Services website at [http://fs.slu.edu/index.html](http://fs.slu.edu/index.html).

3. **What should I do if I will have an unexpected absence from work?**
   **Consult your Supervisor** to find out their preferred notification method.

4. **Should I have a personal Facebook account?**
   This is a personal choice you'll need to make, but realize it may have professional implications. There are many people in the Division who do use Facebook. If you choose to utilize a social medium, be mindful of how you are representing yourself and remain appropriate and professional in your postings and communications with colleagues and students since this is a public forum of communication. Social media guidelines can be found at [https://www.slu.edu/marcom/social-media-guidelines](https://www.slu.edu/marcom/social-media-guidelines).

5. **Who do I contact with Banner problems/concerns?**
   Banner is often referred to by one of two names. “Big” banner refers to Internet Native Banner. “Little” banner refers to Banner Self-Service. Both are accessible via the myslu.slu.edu tools page with a single sign-on, and individual access to necessary screens for your work will be prompted by your supervisor. Information Technology Services (ITS) is the general contact for banner questions/issues. For individual questions impacting a specific department or function, contact that department specifically for guidance (i.e. Office of the Registrar for student records, Business & Finance, Human Resources, etc.).
6. **What professional organizations align with Student Development?**

You’ll hear about several professional development organizations nationally and locally that you may be interested in joining, based on your specific area of specialty/job function. These organizations are most often referred to by their acronyms, which can be intimidating if you’re not already familiar. Here is a few that Student Development people do currently belong to:

- **AAC&U:** American Association of Colleges and Universities
- **AAUW:** American Association of University Women
- **ACA:** American Counseling Association
- **ACCA:** American College Counseling Association
- **ACHA:** American College Health Association
- **ACPA:** American College Personnel Association/College Student Educators International
- **ACUHO-I:** Association of Colleges and Universities Housing Officers International
- **AFA:** Association of Fraternity Advisors
- **AHEAD:** Association of Higher Education and Disability
- **ASCA:** Association for Student Conduct Administration
- **AUCCCD:** Association for University and College Counseling Center Directors
- **CRLA:** College Reading and Learning Association
- **IACS:** International Association of Counseling Services
- **IWCA:** International Writing Centers Association
- **JASPA:** Jesuit Association of Student Personnel Administrators
- **MACURH:** Midwest Association of College and University Residence Halls. (student group, advised by staff)
- **MOCPA:** Missouri Version of ACPA
- **NACA:** National Association of Campus Activities
- **NACADA:** National Academic Advising Association
- **NACE:** National Association of Colleges & Employers
- **NACURH:** National Association of College and University Residence Halls (student group, advised by staff)
- **NASPA:** National Association of Student Personnel Administrators
- **NASPA IV West:** NASPA Regional
- **NCDA:** National Career Development Association
- **NIRSA:** National Intramural-Recreation Sports Association
- **NODA:** National Orientation Directors Association
- **UMR-ACUHO:** Upper Midwest Region of Association of Colleges and Universities Housing Officers

There are many local St. Louis-area gatherings of professionals in related functional areas as well. Check with professionals in your department to learn more about those local opportunities to connect.
7. **Will we get together as a Division on occasion?**

Yes! The Division of Student Development gathers at several points of the year with all employees. Generally, these include Division ‘Inservices’ with the Vice President in August and May, and a December holiday party. The May “Inservice” includes a celebration of the year's accomplishments where select staff are awarded for their outstanding contributions.

8. **How does the Division support professional development?**

The Division of Student Development provides monthly professional development opportunities for Student Development staff. The topics vary, and are aligned with the established ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners in the areas of: advising and helping, assessment, evaluation and research, equity, diversity, and inclusion, ethical professional practice, history, philosophy and values, human and organizational resources, law, policy and governance, leadership, personal foundations, and student learning and development. A Student Development professional development google site is available to all staff as a resource in these competency areas. Staff are encouraged to contribute resources to the site as an interactive portal.

In addition to these opportunities, there are numerous campus-wide professional development sessions from the Center for Transformative Teaching and Learning, Office of the Vice President for Academic Affairs, Mission and Ministry, Human Resources, Women's Commission, and others that you are welcome to attend.

Based on relevance to ones position and responsibilities and funding availability, additional support may be made for regional and/or national conference attendance and organization involvement. Staff are encouraged to participate in leadership positions and committees within professional organizations and/or submit proposals for consideration for presentations to maximize the potential to attend, develop professional skills and connections, and represent the University.

9. **Is there such thing as ‘casual Friday’ in our Division?**

Per the University staff handbook policy on appropriate attire, the expectation for most job functions is “business casual” attire. Appropriate business casual attire includes slacks, skirts and shirts with collars. Appropriate business casual attire does not include jeans, athletic attire (sweatshirts, sweatpants, gym shoes), T-shirts, spandex, casual sandals and shorts. There are some occasions when this policy is altered based on the nature of your job function, events you’re overseeing, and University-sponsored fundraisers. Additionally, the last Friday of every month is SLU Spirit Day, where staff are welcome to wear jeans and a SLU shirt, as deemed appropriate with their work schedule and requirements. Please check with your appropriate Department head for specific policy or questions.
10. **How can I learn more about the Jesuit, Catholic mission of Saint Louis University, and how it relates to my work?**
Mission and Ministry on campus offers a variety of faculty/staff development programs aimed at just this! One specific opportunity you can take advantage of is the Shared Vision video series, which explores the history of the Jesuits, the spirit and insights of their founder Ignatius Loyola and the guiding vision that animates Jesuit education in the third millennium. You can view videos on-line at your leisure, or participate in group discussion/reflection around the videos during regularly scheduled events. Find out more about the Shared Vision series and other ministry events and opportunities at [http://www.slu.edu/x25882.xml](http://www.slu.edu/x25882.xml).

11. **Are there other organizations I can get involved with on campus to meet people and become more connected?**

The **Women’s Commission** serves as an advocacy board for faculty, staff, students and administrators at Saint Louis University. It promotes the interests, issues and concerns of women at the University by sponsoring programs designed to heighten awareness of major issues and disseminate information to both men and women; by providing networking opportunities to foster the personal and professional development of women at the University; and by recognizing the outstanding contributions of University women. Regular events are promoted on campus. Information can be found at [http://www.slu.edu/organizations/wc/index.html](http://www.slu.edu/organizations/wc/index.html).

**Staff Advisory Council (SAC)**
The Staff Advisory Council seeks to:
- Communicate the interests and concerns of a diverse University staff;
- Function in an advisory capacity in the development, review and implementation of University policies that affect staff;
- Provide a means of communicating with administration and faculty; and
- Support and nurture a spirit of unity among all employees at the University.
- SAC has regular meetings, where all University staff are invited to attend.