



ARCHBISHOP RIORDAN HIGH SCHOOL

175 Frida Kahlo Way, San Francisco, CA 94112

OFFICE (415) 586-8200 • FAX (415) 587-1310 • www.riordanhs.org

About Archbishop Riordan High School

Archbishop Riordan High School is an urban Catholic high school, owned by the Roman Catholic Archdiocese of San Francisco and conducted by the Society of Mary, the Marianists, who are assisted by lay men and women. ARHS prepares young men and women of San Francisco, the surrounding communities and various countries from around the world for leadership through its inclusive college preparatory curriculum. ARHS fosters development in faith, character, academics, the arts and athletics, in a diverse and inclusive family environment.

Position: Residential Advisor

Reporting to the Director of Boarding, the Residential Advisor lives on campus and serves as a trusted mentor, role model, and supervisor for boarding students. The Residential Advisor fosters a safe, inclusive, and structured residential community while supporting students' academic success, personal development, and well-being. This position includes evening, overnight, and weekend responsibilities.

Housing Assignment

This 10-month position is assigned to the girls' residence hall. Because the Residential Advisor resides in and provides overnight supervision, mentoring, and privacy-sensitive support within the girls' dormitory, the successful candidate must be female. Archbishop Riordan High School will apply this requirement only to the extent permitted by applicable federal, state, and local law.

Responsibilities:

Residential Life

- Live on-campus to provide support and supervision during weekdays and weekends; monitor the safety and well-being of boarding students
- Foster a safe, inclusive, and supportive living environment conducive to academic success and personal growth; hold students accountable to School and Residential Life policies
- Address and mediate interpersonal conflicts among students, promoting a positive and respectful community

Student Engagement

- Plan and facilitate a variety of on and off campus activities to enhance student life and build a sense of community
- Actively participate in student events, clubs and organizations to connect with students on a personal level, including leading weekly advisory groups
- Collaborate with other resident advisors and school staff to create a cohesive and engaging campus culture
- Oversee evening study hall and tutor students as needed

Community Building

- Assist international students with cultural acclimation to an American high school, and promote friendships with domestic students
- Develop and implement initiatives to promote a strong sense of community within the residential halls
- Be accessible and approachable to students seeking guidance or support



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Crisis Response and Other Support

- Serve as a point of contact for emergencies or crises within the residential community
- Follow established protocols for crisis response and provide appropriate support to students in need
- Attend weekly Staff and Student Residential Life Meetings
- Liaise with faculty to ensure a smooth academic transition for boarding students
- Assist the Director of Residential Life as needed
- Perform other duties as assigned

Qualifications:

- Bachelor's degree in education, counseling, or a related field is preferred
- Previous experience in residential life, student affairs, or a related field is highly preferred
- Able to align priorities with the strategic vision for Residential Life
- Exceptional interpersonal skills and the ability to support the needs of high school students living in a residential dorm
- Ability to work effectively in teams and manage the implementation of new policies and initiatives
- Experience dealing with "crisis" type student situations
- Understands the mission of Archbishop Riordan High School and the importance of educating the whole student
- Outstanding organizational skills and the ability to handle multiple projects simultaneously
- Valid driver's license is required and ability to transport students via driving vehicles, including vans
- Candidate must live on campus during the school year and be present within the community

Additional Skills Preferred

- Experience working directly with students ages 14-18
- Experience working with international students
- Experience working in Residential Life and/or a Boarding School
- Desire to engage in school community

Compensation

\$72,685 annually (paid over 12-months)

To apply, please email your Cover Letter and Resume to:

Danny Curtin, VP of Strategy and Enrollment

dcurtin@riordanhhs.org

The Archdiocese of San Francisco adheres to the following policy: "All employees of the Archdiocese of San Francisco and Department of Catholic Schools shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories." (Administrative Handbook #4111.4)