



Assistant Residence Life Coordinator

Department of Housing & Residence Life

Job Description

The Department of Housing and Residence Life is looking for graduate students who want to join our team of educators in our mission to transform students to enrich the world through living, learning, and leadership in our communities. Our team strives daily to enhance student academic and personal development by fostering a sense of respect for self, others and the community, placing an emphasis on diversity, encouraging personal and civic responsibility, while providing opportunities for leadership development.

The University of North Florida is a member of the State University System of Florida and is a fully accredited, 4-year, public institution serving more than 16,000 students. UNF prides itself on its small campus feel where we truly believe and work to make students feel our motto: "No one like you, no place like this." Our campus also prides itself in our natural beauty, being situated on a nature preserve of 1,381 acres with several lakes and nature trails. The Atlantic Ocean and miles of beach are also just minutes from campus.

Position Overview

The Assistant Residence Life Coordinator (ARLC) position is a 10-month (fall and spring semester of academic year with the possibility to negotiate for the summer term), part-time (approximately 20 hours a week), live-in, graduate position within the Department of Housing Residence Life at the University of North Florida within the Division of Student and International Affairs. The ARLC serves with their supervisor, the Residence Life Coordinator (RLC), to develop and coordinate a residential community of up to 1000 students. The ARLC serves as an educator for students in the community and is designated as the manager of their area under the responsibility of their RLC. The ARLC position is designed to offer a progression of experience and responsibilities throughout the potential two-year tenure of the role. General responsibilities of the ARLC position include:

- Supervising, selecting, training, and evaluating up to 8 para-professional residence life staff
- Coordinating with the RLC all educational aspects for assigned residential community, including supervision of staff, response to student issues, and student learning opportunities
- Developing programming and other community development opportunities utilizing a residential curriculum
- Collaborating with Coordinator of Educational Initiatives on the development of living-learning communities
- Advising a student Area Council for residential community
- Serving as a conduct hearing administrator for the Department of Housing & Residence Life
- Participating in the on-call duty rotation, which includes nights, weekends, and holidays
- Serving on departmental committee(s)
- Managing response and follow-up related to students of concern and student conduct
- Creating an inclusive environment that is supportive of students of all identities, advocating for the needs of underrepresented students, and educating the community on matters of diversity and social justice

Qualifications

- The successful candidate has acquired a bachelor's degree and is enrolled in a graduate program at The University of North Florida for at least 6 credit hours. **Preference for this graduate assistantship will be given to students enrolled full-time in the [Higher Education Administration](#) graduate program at UNF.**
- 1-2 years of housing and residence life experience

Compensation

- \$10,400 stipend paid over 10-month period
- Tuition remission for at least 6 credits per semester (fall and spring)
- Large one-bedroom, furnished apartment with washer/dryer and dishwasher, paid utilities, basic digital cable package, and local phone service are provided
- Some professional development funds available.

To Apply – We currently have 2 positions available. Applicants must complete an application on-line in Oasys at <http://www.unfjobs.org> and must upload all required documents to be considered for this position (resume, cover letter and references). Upon completion of your application with attached documents, you will receive a confirmation number. Keep the confirmation number for your records. Applicants who do not apply on-line or do not upload all the required documentation will not be considered for this position. Initial review of applications begins February 20, 2017. Anticipated Starting Date is July 24, 2017. If you have any questions about this assistantship, contact Morgan Murray at 904-620-4671 or email at morgan.murray@unf.edu. If you have specific questions about the Higher Education Administration program, please contact Dr. Luke Cornelius at l.m.cornelius@unf.edu.