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. This ARLC position serves with the professional staff member responsible for Osprey Landing and Osprey Hall, Osprey Fountains, or Osprey Cove to develop and coordinate a residential community of up to 1000 residents that augments and extends the intellectual climate of the University. The ARLC will assist professional staff with and are responsible for the creation and implementation of residential learning environments in their building. The ARLCs serves as the lead educator for students in the community and is designated as the manager of their area under the responsibility of their Residence Life Coordinator. The ARLC position is designed to offer a progression of experience and responsibilities throughout the potential two-year tenure of the role.

General Responsibilities & 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. The ARLC should have 1-2 years of housing and residence life experience. ARLCs are classified as OPS staff members. The Assistant Residence Life Coordinator reports to the Residence Life Coordinator (RLC) for their assigned area. The ARLC assists their RLC with the supervision, selection, training, and evaluation of up to 8 para-professional residence life staff. Other responsibilities include advising area council, initiating and facilitating intentional learning opportunities, providing direction for theme or living-learning housing program(s), coordinating physical operations within the area, budget manager for areas of responsibility, mediate conflict and crisis management, involve/chair departmental committees, oversee administrative procedures, and policies and personnel for their assigned area.

The successful staff member will have a passion for working with a diverse student population, committed to student learning and development, possesses strong critical thinking and problem solving skills, demonstrates initiative within appropriate sphere of influence, communicates effectively, has a positive attitude, an enthusiastic, creative, self motivated person with excellent interpersonal skills, provides superior customer service in conformance with the university’s mission and values, and an ability to manage structured autonomy. Strong supervisory, administrative and counseling skills are utilized in this position.

Compensation
$10,400 stipend paid over 10-month period. Tuition remission for at least 6 credits per semester (fall and spring). Included is also a 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.

Academic Standing
Student must be currently enrolled as a full-time graduate student at the University of North Florida. Any exceptions to this expectation must be approved by the Associate Director, and/or the Director. Preference for this graduate assistantship will be given to students enrolled full-time in the Higher Education Administration graduate program at UNF. You are required to maintain a minimum 3.0 cumulative UNF GPA in your graduate program.

This job description is to provide an outline of major job functions but is not an all-inclusive list. Through the course of the year there will be times where staff are called to duties based on the needs of the community that may not be outlined in a job description. Housing & Residence Life staff need to be flexible and realize other duties are assigned as needed.

A. Supervision
The Assistant Residence Life Coordinator is responsible for the supervision of staff in their assigned area(s). This staff includes 6 student staff members in Osprey Hall supervised directly by this role, and co-supervision of up to 8 additional staff members as part of a larger staff team. In this role the Assistant Residence Life Coordinator is expected to:

1. Assist in the selection of staff members
2. Supervise, train and evaluate student staff in assigned area
3. Hold one-on-one and weekly staff meetings with RA’s
4. Provide written expectations for staff members
5. Plan, develop, and implement on-going staff development
6. Document inappropriate behavior (utilizing agreed upon progressive discipline) and provide constructive feedback in a timely manner

B. Community Development and Programming
The Assistant Residence Life Coordinator in conjunction with their supervisor is expected to oversee the promotion of individual and group development through the implementation of programs. In promoting a learning environment with a sense of community, the Assistant Residence Life Coordinator is expected to:
1. Work with staff and residents to promote and cultivate a positive community atmosphere
2. Implement the HRL Community Development Model.
3. Work to assess needs, develop outcomes, develop learning opportunities, and evaluate outcomes of program initiatives.
4. Design and implement intentional learning opportunities that address needs of residents.
5. Hold RA staff accountable in meeting departmental requirements that provide a variety of social and educational programs to students.
6. Order, purchase, pick up, and deliver supplies for programming and community development activities.
7. Supervise staff in assessing student interests & needs, planning, and evaluating programs.
8. Encourage staff to interact with students and provide community-building activities regularly.
9. Ensure that staff are available and visible to residents.
10. Encourage staff to foster an atmosphere where students exhibit self-responsibility and respect the rights of others.
11. Support and administer approved department or division assessment programs/initiatives

C. Student Interaction
The Assistant Residence Life Coordinator is expected to establish a positive rapport with students in order to provide individual advisement as needed. In this role, the Assistant Residence Life Coordinator is expected to:
1. Act as a role model for students through positive actions and interactions.
2. Develop positive relationships with students in their areas. Be visible on floors, hall and in community, talking informally with residents about academic, personal or community success/issues.
3. Attend RA evening programs, RHA and Area Council meetings, and weekend programs.
4. Identify, offer assistance, and provide follow up to students who have personal, academic, health, or other concerns.
5. Be aware of, and sensitive to, the needs of the diverse student population.
6. Demonstrate knowledge of campus and community resources.
7. Respond to situations and provide written documentation and follow-up, as necessary.

D. Administrative Duties
The Assistant Residence Life Coordinator is responsible for maintaining efficient and effective residence hall(s). In doing so, the Assistant Residence Life Coordinator is expected to:
1. Participate and be a flexible team member in the on-call duty rotation with other staff
2. Be punctual and attend required meetings. Communicate with supervisor prior to meeting if needed to be late/not attend.
3. Complete paperwork in an accurate, thorough, and timely manner.
4. Be reliable and dependable in accomplishing assigned tasks and commitments on time.
5. Organize work responsibilities, while anticipating problems, setting priorities, and follow up.
6. Perform administrative duties, such as check-in and check-out, room transfers, key control, student charges, Room Condition Forms, and maintaining appropriate records and files, etc.
7. Track budget expenditures; submit budget requests and update supervisor of any changes to expenditures

E. Communication/Information Sharing
The Assistant Residence Life Coordinator is relied upon to communicate important information to staff and students. In this role, the ARLC is expected to:
1. Be prompt in communicating requested information.
2. Keep supervisor informed, in a timely manner, of issues, concerns, activities, etc.
3. Disseminate information to staff in a timely manner.
4. Express self clearly, concisely, and appropriately, both verbally and in written form.
5. Be approachable, supportive, and pleasant in interactions with staff, students, parents, etc.
6. Listen to and respect the opinions of others.
7. Maintain thorough documentation of staff issues, student issues, building concerns, etc.

**F. Professional Cooperation/Partner Relationships**
The ARLC is part of the Residence Life staff team, working closely with Residence Life professional staff and the other University staff members. In this role, the Assistant Residence Life Coordinator is expected to:
1. Attend and participate in scheduled meetings.
2. Offer opinions and constructive feedback to other staff members on a regular basis.
3. Be supportive of other staff members.
4. Assist in the recruitment and development of new staff members.
5. Participate in the overall planning of the Residence Life program and to work together with staff in carrying out the established goals and programs.
6. Communicate and coordinate with appropriate University departments.

**G. Facility Issues**
The ARLC is responsible for overseeing the management of their facilities. In this role, the Assistant Residence Life Coordinator is expected to:
1. Be responsive to student facility concerns and follow-up to see that concerns are addressed in a timely manner.
2. Keep supervisor informed, in a timely manner, of facility issues.
3. Work with the Housing Operations staff to identify facility issues and follow-up to see that these issues are resolved, including ongoing communication with the Housing Operations supervisors.
4. Report problems to address ongoing concerns and ensure optimal service.
5. Meet regularly with Housing Operations staff concerning facility-related issues.
6. Initiate and support special projects, such as recycling efforts, safety and security inspections, fire safety/evacuation drills, etc.

**H. Duty Responsibilities**
The ARLC plays a key role in helping to maintain the safety and security of the Residence Life areas. During the first semester in the position, the ARLC will shadow professional staff members in an on-call rotation. The following semester, the ARLC will serve as a full member of the on-call rotation. While on duty the ARLC is expected to:
1. Work closely with RAs and University Police to document any safety or security issues observed or reported to them.
2. Work closely with RAs and University Police to confront and document Housing & Residence Life/University policy violations.
3. Report incidents to the Senior Staff Member on-call as necessary.
4. Carry on-call cell phone to respond to calls immediately.
5. Seek assistance from other staff, University Police Department (UPD), or other resources as necessary.

**To Apply** - Applicants must complete an application on-line in Oasys at [http://www.unfjobs.org](http://www.unfjobs.org), position #96400 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 March 2, 2015. Anticipated Starting Date is July 27, 2015. If you have any questions about this assistantship, contact Dei Allard at 904-620-4681 or email at [d.allard@unf.edu](mailto:d.allard@unf.edu). If you have specific questions about the Higher Education Administration program, please contact Dr. Luke Cornelius at [l.m.cornelius@unf.edu](mailto:l.m.cornelius@unf.edu).