



Residence Life Coordinator

Department of Housing and Residence Life

Job Description

The Department of Housing and Residence Life is looking for candidates to join our team of educators in our mission to create a positive living and learning community with the best facilities, services, programs and customer service for our students. 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.

Qualifications

- A Master's degree from a regionally accredited college or university in a directly related area of specialization; or a Bachelor's degree from a regionally accredited college or university and two (2) years of experience directly related to the job functions
- Preference will be given to candidates with Housing and Residence Life/supervision experience
- Appropriate means of transportation for on-call to respond timely (buildings up to two [2] miles apart)

Preferred Qualifications

- Experience supervising student staff
- Experience in a Student Affairs or Residence Life office
- Experience working in a student-centered environment
- Experience advising student organizations
- Experience working with a Residential Curriculum Model
- Experience with crisis management, on-call responsibilities, emergency situations
- Demonstrated leadership and effectiveness in promoting respect and appreciation for diversity
- Experience in student conduct administration and policy enforcement
- Experience working with diverse populations

Compensation

- \$43,888
- 1-2 bedroom furnished apartment with washer/dryer and dishwasher, paid utilities, basic cable, and internet
- Reserved parking spot (taxable benefit)
- Professional development funds
- Excellent comprehensive state benefits package, including a tuition waiver for up to 6 credits per semester after 6 months of employment

Position Overview

The Residence Life Coordinator (RLC) is a full-time, 12-month, live-in professional staff member. RLCs work to foster an inclusive residential environment focused on our learning goals: Adulting and Life Skills, Campus and Community Connections, Health Relationships, Academic and Career Exploration, and Identity and Diversity Development. The RLC reports to an Assistant Director and is responsible for the overall management of a residential area of approximately 430-1000 residents, 7 - 20 Resident Assistants, and may supervise a graduate student Assistant Residence Life Coordinator (ARLC). RLCs assess, plan, implement, and evaluate intentional learning opportunities in their area to meet the developmental needs and learning objectives of students and staff. RLCs are expected to have direct contact with residents, including advising an Area Council, managing care and concern cases for residents, providing support to Living-Learning Communities (LLCs) where applicable, and through routine daily interactions. The successful candidate has a passion for working with a growing student population, committed to student learning and development, and strong critical thinking and problem-solving skills. This position requires a positive, creative, self-motivated, and hardworking individual that demonstrates initiative the ability to work autonomously as well as part of a team and maintains a positive attitude in an environment requiring superior customer service aligned with the University's mission and values.

Areas of responsibilities include:

Community Leadership

The RLC serves as the primary educator for their communities. In promoting a learning environment with a sense of community, the RLC is expected to:

1. Establish Educational Strategies using a Residential Curriculum that focuses on student learning and connecting residents to each other in meaningful ways
2. Coordinate the purchase, pick up, and delivery of supplies for community development activities
3. Encourage staff to interact with students and provide community-building activities regularly
4. Keep appropriate Senior/Professional staff informed of conduct issues in your housing area
5. Process incident reports for your community regularly and adjudicate residential conduct cases
6. Create an environment that promotes a sense of belonging for all UNF students.

Supervision

The RLC is responsible for the supervision of staff in their assigned area(s). In this role the RLC is expected to:

1. Assist in the recruitment and selection of student staff members
2. Supervise, train, and evaluate staff in assigned area
3. Hold one-on-one and weekly staff meetings with student staff
4. Provide written expectations for staff members
5. Document inappropriate behavior (utilizing agreed upon corrective action) and provide constructive feedback in a timely manner
6. Direct and supervise staff in consistently enforcing both University as well as Housing and Residence Life policies

Student Engagement

The RLC is expected to establish a positive rapport with residents to provide individual advisement as needed. In this role, the RLC is expected to:

1. Maintain a high level of visibility and interaction with residents in their community
2. Act as a role model for students through positive actions and interactions
3. Be available and visible to students during office hours, programs, and meetings
4. Identify, assist, and provide follow up to students who have personal, academic, health, or other concerns
5. Be aware of, and sensitive to, the needs of all UNF students
6. Develop positive relationships with students in their areas
7. Demonstrate knowledge of campus and community resources
8. Provide initial and follow-up support to students in crisis
9. Respond to situations in a timely fashion and provide written documentation and follow-up, as necessary

Administrative Duties

The RLC is responsible for maintaining efficient and effective residence hall(s). In doing so, the RLC is expected to:

1. Participate in the on-call duty rotation with other staff during
2. Complete paperwork in an accurate, thorough, and timely manner
3. Regularly review and administer forms as needed in various electronic platforms
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. Assist Operations and Accounting team with administrative duties such as student damage charges, Room Condition Forms, and maintaining appropriate records and files, etc.
7. Track budget expenditures and turn in receipts

Facility Management

The RLC is responsible for overseeing the management of their facilities. In this role, the RLC 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 and Residence Life staff to identify facility issues and follow-up to see that such issues are resolved, including ongoing communication with the Facilities supervisors
4. Report problems with vendors to address ongoing concerns and ensure optimal service
5. Touch base regularly with Facilities, Maintenance, and Custodial supervisors concerning facility-related issues
6. Initiate and support special projects, such as recycling efforts, health and safety inspections, fire safety/evacuation drills, etc.

Campus Security and Emergency Personnel Responsibilities

The RLC is responsible for emergency needs primarily for the residential communities. In this role, the RLC is expected to:

1. Serve as a Campus Security Authority (CSA). This position has been designated as a CSA because it involves significant responsibility for student and campus activities and/or responsibility for campus security. As such, any

person in this position must report to the University Police Department a crime or an incident that might be a crime that they become aware of. A CSA's responsibility is a duty to report

2. This position is a mandatory reporter for alleged discrimination and harassment (and other parts of Title IX) or violations of University policy
3. Perform specific job-related duties at a designated on or off campus location or place of residence during declared campus emergencies
4. Be a Tier 2 respondent for designated campus emergencies and events. In the event of a declared campus emergency, the position incumbent will make every effort to return to campus when directed
5. May be asked to assist with preparations for natural disasters including, but not limited to: hurricanes, tornadoes, droughts, floods, etc. If residents are moved to shelters, on or off-campus, RLCs may be asked to assist at these shelters

General Expectations:

- RLCs must abide by university policies, state and federal laws
- RLCs will assist the department in its goal of increasing academic and community connections
- RLCs are expected to follow established business practices, and to be efficient and effective in the allocation and use of resources
- Additional professional commitments including but not limited to non-departmental committees, academic studies, association involvement, and externships must be approved by the RLC's direct supervisor
- From May to August, RLCs are expected to provide oversight to conferences, camps, summer school, continued committee work, and/or departmental summer projects
- RLCs are expected to be available to work non-traditional hours during residential area openings, closings, and university breaks (as applicable)
- RLCs are expected to hold and maintain a valid driver's license
- RLCs are expected to serve on Departmental, Divisional, and University committees as needed
- Throughout the year, staff will be called to duties based on the community's needs that may not be outlined in a job description. Other duties will be assigned as needed