

Assistant Residence Life Coordinator

Department of Housing & Residence Life

Job Description

Position Overview

The Assistant Residence Life Coordinator (ARLC) position is an approximately 10-month (fall and spring semester of academic year), part-time (approximately 20 hours a week), live-in, graduate position within the Department of Housing Residence Life at the University of North Florida. The ARLC serves with their supervisor (a Residence Life Coordinator or Assistant Director), to assist with providing leadership for a residential community of up to 500 students or create initiatives to support our students and student staff. The ARLC serves as an educator for residential students and is designated as the manager of their area or initiatives under the responsibility of their supervisor.

The ARLC position requires evening, weekend, and holiday commitments, as well as participation in an on-call rotation.

Key Responsibilities:

Community & Student Engagement

The ARLC serves as an educator for their communities or initiatives. In promoting a learning environment with a sense of community, the ARLC is expected to:

- Foster learning-centered communities through intentional interactions, programs, and other educational strategies aligned with the Residential Curriculum.
- Build meaningful relationships with residents and staff, serving as an accessible and visible presence in their assigned community.
- Support residents and staff in crisis situations and connect them with appropriate campus and community resources.
- Collaborate with internal department members and campus partners (e.g., Housing and Residence Life functional areas, UPD, Dean of Students, Office of Title IX and Civil Rights, Academic Affairs, etc.) to enhance student support and success.
- Create an environment that promotes a sense of belonging for all UNF students.
- Evaluate student learning, engagement, and community outcomes to inform future initiatives.
- Be available to work non-traditional hours during residential area openings, closings, and university breaks (if applicable).

Supervision

Most ARLC positions include the responsibility of supervising student staff. For those positions, the ARLC is expected to:

- Recruit, train, supervise, and evaluate student staff.
- Provide consistent 1:1 supervision and team meetings focused on performance, daily operations, staff growth, and accountability.
- Align supervision and community leadership practices with consistently enforcing University and Housing and Residence Life policies.

Crisis Response & Conduct

The ARLC position has a significant responsibility for upholding and enforcing the safety and security of residential communities. The ARLC is expected to:

- Serve as a Campus Security Authority (CSA) and Mandatory Reporter/Responsible Employee under federal guidelines.
- Assist during campus emergencies and severe weather events. If residents are moved to shelters, on or off-campus, ARLCs may be asked to assist at these shelters.
- Serve in the professional staff on-call rotation responding to emergencies and student concerns.
- Adjudicate residential conduct cases, processing incident reports following the provided protocol.
- Keep appropriate Senior/Professional staff informed of conduct issues.
- Provide clear instructions and directions in emergency situations where rapid and clear communication is essential.

Administrative Duties

The ARLC is responsible for maintaining efficient and effective residence hall(s). The ARLC is expected to:

- Assist with oversight of day-to-day operations of assigned communities or initiatives.
- Utilize departmental systems (e.g., email, Maxient, eRezLife, StarRez, Microsoft Teams, etc.) for documentation, communication, administrative work, and assessment.
- Complete reports, forms, and budget reconciliations accurately and on time.
- Coordinate the purchase, pick up, and delivery of supplies for community development activities.
- Access to and maintenance of confidential student, academic and disciplinary records.
- Regularly review and administer forms as needed in various electronic platforms.
- Serve on assigned departmental committee(s) and taskforce(s).
- May serve on a variety of University of North Florida committees representing the interests of the department and the division.
- Have the opportunity to engage in professional development through conferences, training, and involvement in state, regional, and national organizations.

Facility Management

The ARLC is responsible for assisting with the support of management of their area's facilities. When applicable, the ARLC is expected to:

- Be responsive to students' facility concerns and follow-up to see that concerns are addressed in a timely manner.
- Partner with Facilities and Maintenance staff to ensure safe, clean, and functional living environments.
- Identify potential safety hazards such as obstructed stairwells, missing smoke detectors, and fire extinguishers, loose railings, cracked sidewalks and landings, and to be able to monitor adherence to rules and policies as published in The Residence Handbook.
- Initiate and support special projects, such as recycling efforts, health and safety inspections, fire safety/evacuation drills, etc.

Qualifications:

Required:

- Bachelor's degree and is enrolled in a graduate program at The University of North Florida for at least 9 credit hours at the start of their employment.
- Appropriate means of transportation for on-call to respond timely (buildings up to 2 miles apart)
- Ability to begin position in mid-July for training
- Ability to attend weekly residence life staff meetings on Tuesdays
- Must be able to ascend stairways to gain access to 2nd and 3rd story apartments (no elevator available), ascend narrow spiral stairways to gain access to loft bedroom units.

Preferred:

- Students enrolled full-time in the Higher Education Administration graduate program at UNF.
- Candidates with Housing and Residence Life/supervision experience.

Compensation and Benefits:

- **Salary:** \$12,375 stipend paid over 10-month period
- **Training:** New ARLCs will be provided links through an online platform to complete online training modules. As these training modules are part of the training experience, new ARLCs must complete them by the outlined deadlines.
 - Note: online modules are paid as an OPS position to compensate for online module completion. This compensation is in addition to the semesterly stipend for the role.
- **Tuition:** Tuition remission for up to 9 credits per semester (fall and spring)
- **Housing:** One-bedroom furnished apartment with access to a washer/dryer, paid utilities, and internet
- **Additional Benefit:** Some professional development funds may be available