



Residence Life Coordinator

Department of Housing and Residence Life

Job Description

General Description/Primary Purpose

The Residence Life Coordinator (RLC) is a full-time, 12-month, live-in professional responsible for creating a safe, welcoming, and educational residential experience for UNF students living on campus. RLCs provide leadership in community development, student engagement, crisis response, and staff supervision while supporting residents' success through the department's Residential Curriculum learning goals: Adulting & Life Skills, Campus & Community Connections, Healthy Relationships, and Academic & Career Exploration.

RLCs oversee a residential area of between 400–1,000 students and supervise 10–20 Resident Assistants (RAs) and, in some cases, a graduate Assistant Residence Life Coordinator (ARLC). The RLC position requires evening, weekend, and holiday commitments, as well as participation in an on-call rotation.

Key Responsibilities:

Community & Student Engagement

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:

- 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.
- From May to August, Coordinators are expected to provide oversight to conferences, camps, summer school, continued committee work, and/or departmental summer projects.

Supervision

The RLC is responsible for the supervision of staff in their assigned area. The RLC 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 RLC position has a significant responsibility for upholding and enforcing the safety and security of residential communities. The RLC 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, RLCs 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.

- 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.
- Provide clear instructions and directions in emergency situations where rapid and clear communication is essential.

Administrative Duties

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

- Oversee day-to-day operations of assigned communities (resident check-ins, Curriculum proposals, conduct cases, room change requests, etc.).
- 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 be assigned to serve as Chair of a committee or taskforce.
- 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 RLC is responsible for supporting the management of their area's facilities. The RLC 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:

- Master's degree in Student Affairs, Higher Education, Counseling, or related field, *or* Bachelor's degree and two (2) years of residence life experience.
- Strong communication, independence, organization, teamwork, and crisis management skills.

Preferred:

- Experience working with college students in a residential setting.
- Familiarity with a Residential Curriculum model.
- Supervision experience with student employees.
- Experience with student conduct administration, emergency responses, and fostering a sense of community.

Compensation and Benefits:

- **Salary:** \$43,888 annually
- **Housing:** Furnished 1-2 bedroom apartment (washer/dryer, utilities, internet, furniture allowance included)
- **Additional Benefits:**
 - Reserved parking space (taxable benefit)
 - Professional development funds (amount varies annually)
 - Comprehensive state benefits package
 - Tuition waiver for up to six (6) credits per semester (after 6 months of employment)

Departmental Requirements:

This is a live-in position requiring active participation in community events, department/university functions, and on-call responsibilities. There are evening, weekend, and holiday responsibilities. RLCs must have reliable transportation and the ability to respond to incidents across campus. Other duties may be assigned based on community needs.

- 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.
- Must abide by university policies, state and federal laws
- 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.
- Expected to be available to work non-traditional hours during residential area openings, closings, and university breaks (if applicable).