



Assistant Residence Life Coordinator

Department of Housing & Residence Life

Job Description

Position Overview

The Assistant Residence Life Coordinator (ARLC) position is a 10-month (July-May), 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 to develop and coordinate 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 students in the community and is designated as the manager of their area or initiatives under the responsibility of their supervisor. General responsibilities of the ARLC position include:

- Creating an environment that provides a sense of belonging for all of UNF's residential students
- Foster a residential environment focused on our learning goals: Adulting and Life Skills, Campus and Community Connections, Health Relationships, and Academic and Career Exploration
- Coordinating with their supervisor on educational aspects for the residential communities
- Developing programming and other community development opportunities utilizing a residential curriculum
- Assisting with the selection and training of para-professional residence life staff (and may include the supervision of student staff)
- Managing response and follow-up related to students of concern and student conduct
- Complete administrative responsibilities including, but not limited to, tracking budget expenditures, reviewing and providing feedback on student staff forms, committee work, and other administrative work
- Serving as a conduct hearing administrator for the Department of Housing and Residence Life
- Participating in the on-call duty rotation, which includes nights, weekends, and holidays
- Serving on departmental committee(s) and supporting departmental initiatives
- Work weekly scheduled office hours during the semesters (including some nights and weekends) and may be expected to work non-traditional hours during residential area openings, closing, and university breaks
- 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.
- This position has been designated as a Campus Security Authority (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
- This position is a mandatory reporter for alleged discrimination and harassment (and other parts of Title IX regulations) or violations of University policy
- 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.

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 9 credit hours
- 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 2 miles apart)
- Ability to begin position in mid-July for training
- Ability to attend weekly residence life staff meetings on Tuesday

Compensation

- \$12,375 stipend paid over 10-month period
- Tuition remission for up to 9 credits per semester (fall and spring)
- One-bedroom furnished apartment with access to a washer/dryer, paid utilities, and internet
- Some professional development funds may be available