Introduction: The Assistant Residence Life Coordinator (ARLC) is supervised by a Residence Life Coordinator (RLC). They are responsible for student staff supervision and assisting with administrative hall operations alongside the RLC. In conjunction with the Residence Life Staff, they develop and support the objectives of Residence Life, help maintain residence hall and university policies and procedures, and assist with implementation of 4 Squared, our residence education program. They participate fully in an on-call emergency rotation. A successful ARLC should possess excellent interpersonal communication, organization, administration, and project management skills as well as a commitment to educate students, engage the community, and enrich the UNI experience.

Position Title: Assistant Residence Life Coordinator
Reports to: Residence Life Coordinator or Assistant Director

Semesters of employment available: Fall 2022

General Terms of Employment:
- For the fall semester, 20 hours per week, beginning August 22, 2022 and ending December 16, 2022.
- For the spring semester 20 hours per week, beginning January 17, 2023 and ending May 12, 2023.
- Position requires additional training time outside of the assistantship terms, students will be compensated hourly for any work outside of the assistantship dates.

Compensation:
- The full assistantship stipend for 2021-2022 is $5,395 per semester ($10,790/year). Stipend will be updated in February 2022.
- Tuition scholarship for Graduate College for up to 9 Credit Hours per Fall and Spring Semesters
- Graduate students may qualify for in-state tuition and fees.
- Professional Development funds
- Graduate Assistants receive University holidays and do not work during Fall Break, Spring Break or the interim between semesters. Hours required outside of assistantship dates, August 22, 2022- May 12, 2023, will be paid at an hourly rate, typically July 11-August 21.
For more information on the Graduate Assistantship System and procedures review [https://grad.uni.edu/faq-graduate-assistantship](https://grad.uni.edu/faq-graduate-assistantship).

**Position Duties:**

**STUDENT STAFF**

- Coordinate selection, training, supervision and evaluation of student desk assistants.
- Assist the Residence Life Coordinator (RLC) in developing and implementing training, and evaluation of resident assistants.
- Provide individual and group supervision of student staff in regard to daily and on-going operation of the hall including community development, residence education, and housing policies and procedures.
- Serve as a resource to student staff in the performance of responsibilities, sharing of knowledge, and development of skills.

**RESIDENCE EDUCATION**

- Serve as an advisor to hall senate leadership and committees, providing on-going leadership development.
- Serve in an advisory and referral capacity to individual students and student groups in regard to University and Housing & Dining policies and procedures.
- In conjunction with the RLC, student staff, and hall senate, implement, and evaluate a comprehensive residence education program; including coordinating efforts with offices such as Student Life, Gender and Sexuality Services, Career Services, and Academic Advising.
- Provide direction to student staff for the enforcement and proper documentation of Housing policies found in the Code of Conduct.
- Assist the RLC in serving on-call, providing emergency response and support to incidents within the residence hall system.
- Work under the guidance of the RLC in holding policy violation meetings with students living in assigned residence hall.
- Serve as a resource and point of contact for students of concern or in crisis, through follow up, intentional conversations, and referrals to both university and community resources.
- Utilize student feedback and assessment findings to enhance the residential experience for students.

**ADMINISTRATIVE HALL OPERATIONS**

- Supervise and administer hall office operations.
- Represent University Housing & Dining to parents, guests and members of the University community.
• Maintain administrative records of hall activities, incident documentation, and other records consistent with current policies and procedures.
• Assist the hall senate in budgeting and record keeping of student activity appropriations.

Qualifications:

Minimum Qualifications

• Bachelor's degree and a minimum of one year of University residence hall leadership experience required.
• Must be a full-time, degree-seeking student in a UNI graduate program. Must be enrolled in 9 graduate credits each semester of assistantship.
• Maintain a UNI cumulative graduate GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
• Must be in good behavioral and financial standing with the University.
• Ability to build and maintain collaborative relationships with diverse populations, lead student teams, and effectively communicate and problem solve with others required.
• Ability to fulfill job responsibilities in 20 hours per week, including evening and weekend work required.
• Must reside in a UNI residence hall and have a meal plan.

Preferred Qualifications

• Enrolled as a full-time, degree seeking student in UNI’s Post-Secondary Education graduate program
• Outstanding skills in
  ○ Conflict resolution
  ○ Team development
  ○ Organization
  ○ Time management
• Positive attitude and commitment
• Celebrate the unique individuals and differences that comprise our communities through engagement, dialogue, and a commitment to excellence
• Uphold community standards and maintain a comfortable, safe, and vibrant environment
• Self-motivation
• Capacity to deal with change

Application Process and Deadline:
To apply, submit the Assistantship application form. Direct your application to Erica Eischen (erica.eischen@uni.edu)

Applications received by **February 17, 2022** will be given full consideration.

UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.