Assistant Residence Life Coordinator for Leadership Position

Position Summary

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 the Residential Experience, 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.

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 GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00 or previous graduate work of at least 8 graded credit hours. 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
  o Conflict resolution
  o Team development
  o Organization
  o 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

Appointment Period

For the 2019-2020 academic year: 20 hours per week beginning August 26, 2019 and ending May 10, 2020. Does not include university breaks. Position requires additional training time outside of the assistantship terms, students will be compensated hourly for any work outside of the assistantship dates.
Remuneration

- The full assistantship stipend for 2019-2020 is $5,284 per semester ($10,568/year).
- 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 26, 2019- May 10, 2020, will be paid at an hourly rate, typically July 6-August 25.

Responsibilities

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 Department of Residence 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 Residence Life 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 the Department of Residence to parents, guests and members of the University community.
• Serve on committees providing leadership for student staff selection, training, and conferences.
• 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.