Position Description

Name of Position: Assistant Coordinator for Residence Life (ACRL)

Hosting Institution of Higher Education: The University of North Carolina Greensboro

Office or Department Name: Housing and Residence Life

Department/Office Mission: Housing and Residence Life provides safe, inclusive, and secure residential communities where a diverse, innovative and responsive team of professionals encourage students to pursue academic excellence, personal growth, civic leadership and responsibility.

Efficient, effective and accessible programs and services are provided by competently trained and reliable departmental teams in affordable, clean, comfortable, sustainable and sound facilities equipped with current technologies.

Our diverse residence hall environments promote learning and personal growth through programs that enable students to acknowledge and appreciate diversity through open dialogue, establish a personal sense of interdependence, and prepare them for responsible service as members of the global community.

Job Description - Reporting:
This position reports directly to a Coordinator for Residence Life (CRL) who oversees a unique residential community. Indirect supervision will be provided by the Assistant Director supervising the CRL.

Overview of Job Duties and/or Responsibilities:
Residence Life provides graduate professional students with a strong personal and professional development experience to align with their academic discipline. The ACRL will have an opportunity to co-supervise undergraduate student staff members, serve on departmental committees, serve in an on-call rotation, and advise community hall councils. Opportunities are also available to assist with the operation and management of a Living Learning Community, based on placement, which can include co-curricular development, community planning, and campus partner collaborations. Additionally, based on placement, an ACRL has the opportunity to manage desk operations, including desk assistant supervision and facilities management.

Required Skills or Prerequisites:

- Bachelor’s degree required
- Admission to a graduate degree program at UNCG
  - Preference given to students enrolled in the Student Affairs Administration and Higher Education Program
- Basic computer/typing skills and proficiency in Microsoft Word, Email system
- Effective written and oral communication skills
• Must be willing to work some evenings and weekends
• Willingness to live on-campus in a residential community supporting a diverse college student environment.
• Group facilitation and organizational skills
• Experience interacting and building positive relationships with a diverse population; intercultural competence

Preferred Skills & Experience:

• Housing & Residence Life experience and/or residence hall involvement
• On-campus living experience as a college student
• Knowledge/experience in student leadership, service-learning, community development
• Leadership experience within campus and/or community organizations
• Strong organizational skills and ability to attend to detail
• Program/Event planning and implementation
• Intermediate computer skills, proficient with Microsoft Office Suite & Google applications

Additional Job Duties & Expectations outlined below:

Student Development:

• Assist the Coordinator for Residence Life in providing leadership for a residence hall community ranging from 280 to 600 students.
• Identify the needs of the community by being approachable, available, and visible.
• Assist with student conduct, advocacy, and mediation.
• (Co)-Facilitate weekly student staff meetings and training as appropriate.
• Create and lead an open, welcoming, and inclusive residential community where all students can learn and be engaged.

Departmental Responsibilities

• Coordinate and implement programmatic initiatives in the hall.
• Work to prevent crisis situations and respond appropriately in accordance with confidential matters, and become familiar with referral sources and refer when appropriate.
• Participate in the on-call duty rotation
• Establish and maintain existing campus partnerships and collaborations
• Serve on departmental committees
• Participate in departmental staff meetings, training and professional development opportunities
• Provide input into decisions regarding policies, procedures, programs, and facilities.
• Assist with the administrative tasks and implementation of Housing operations.
• Participate in the recruitment and selection of Resident Advisors and Desk Assistants.
Advising

- Advise the hall council including;
  - Actively support programmatic initiatives
  - Attend hall council meetings
  - Ensure accurate record keeping and spending of funds
  - Identify and encourage student participation
  - Seek student leadership development opportunities
- Serve as a resource to undergraduate and graduate professional student leaders.

LLC/Special Interest Housing

- Assist in the execution of identified objectives and with the assessment of learning outcomes
- Plan and facilitate interactive bi/weekly meetings, retreats, leadership workshops, co-curricular activities and recognition initiatives for living-learning community participants (LLC ACRLs)
- Empower RAs to implement Residential Curriculum through department standards, 1:1 interactions, and community feedback.
- *Assist with additional responsibilities as they are identified with LLC / Curriculum development

Administrative

- Provide administrative support to direct supervisor for the day-to-day residence hall operation. This includes but is not limited to: staff evaluations, program evaluations, fire drill/alarm reports, key audits, staff duty schedules, health and safety inspections, and others as directed
- Meet consistently with supervisor to provide updates, solicit feedback, and monitor performance
- Manage budgets
- Assume coverage of other duties and operations in the absence of direct supervisor when needed.
- Work with CRL and RA staff to identify facility needs and improvements
- Continually complete and update a professional development plan through 1:1 meetings with CRL supervisors.
- Attend a training prior to the Fall and Spring semesters and regular professional development sessions

Work Hours, Environment: Briefly describe the working conditions and environment.

- 20 hours per week (some evenings and weekends required)
- Flexible work schedule to meet the demands of academic program and assistantship
- High level and direct student engagement in a residential setting
- Dynamic and welcoming environment with opportunity to intentionally engage with students, faculty, staff, and other graduate assistants.
● Business casual is the general dress attire for this position unless otherwise indicated
● Department issues attire to wear during special events, training, recruitment, etc.
● Office space provided within residence hall with department issued computer
● Mailbox provided within central office along with main office supplies
● Atmosphere conducive to building positive working and mentoring relationships
● Opportunity to explore personal and professional interests
● Department dedicated to meeting the needs of a diverse student and staff population
● Commitment to overall student success
● Graduate Staff Training & Development committee dedicated to ensuring a positive learning and professional development experience for all ACRLs

Additional Terms of Employment: Describe any requirements for employment, such as summer availability, required start dates, etc.

● Term of appointment is for one academic year with the option to return for an additional year based on performance.
● 10-month contract with approximate start date of July 13, 2020 to May 14, 2021
● Summer availability is required starting July 12th (move into apartment)
● January early return required for student staff training; approx. one week prior to class.
● Must pass an official background check for living and working in a residence hall
● Must adhere to the UNCG Graduate School/Academic Department and University policies and procedures

Stipend: What stipend is offered for this position?

● $9,000 stipend (per academic year, distributed monthly over a 10-month period)

Tuition Waiver/Assistance: In-State Tuition Waiver

Other Benefits: Are there other benefits provided, such as housing, meals, travel, books, etc.?

● Meal Plan Allocation (Fall & Spring semesters)
● Furnished private one-bedroom apartment, full kitchen, with cable/wireless internet
● Free access to many UNCG social, cultural, and wellness activities
● Support for conference travel and professional organization involvement predicated on departmental budget
● Optional: Approval for “A” faculty/staff parking permit *HRL does not pay the cost for parking

Direct Supervisor: Name and contact information for the direct supervisor of this position.

All questions and additional information regarding HRL ACRL professional matters can be directed to:

Demarcus Merritt, Sr.
Assistant Director for Residence Life,
Staff Recruitment and Training & Inclusion Initiatives

Contact Information: Phone - (336) 334 - 4404 | Email - damerri2@uncg.edu