ACRL General Position Description

2019-2020

Name of Position: Assistant Coordinator for Residence Life (ACRL) – 5 Positions Available

Hosting Institution of Higher Education: University of North Carolina Greensboro

Office or Department Name: Housing & 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. In addition, the Senior Assistant Director for Residence Life and Academic Enhancement will serve as a dotted line report overseeing the HRL GA Assistantship and Living Learning Communities program.

Job Description-Job Duties and/or Responsibilities:

Residence Life provides graduate students with a strong personal and professional development experience to align with their academic discipline. Each ACRL position has a primary function ranging from coordinating a living-learning community, co-advising hall council, and managing front desk operations with the supervision of undergraduate student employees.

*Candidates will have the opportunity to express their preferred responsibility interests during the interview process. We hire for the general ACRL role, so understand a specific residence hall appointment is subject to change. Overseeing a living-learning community will be the primary function of the majority of our ACRL positions.
Additional Job Duties & Expectations outlined below:

**Student Learning and Community Development**

- Assist the Coordinator for Residence Life in providing leadership for a residence hall community ranging from 300 to 600 students.
- **Coordinate and implement programmatic initiatives in the hall.**
- Interact with residence hall students and staff frequently to develop a cohesive community.
- Identify the needs of the community by being approachable, available, and visible.
- Work to prevent crisis situations and respond appropriately in accordance with confidential matters, and become familiar with referral sources and refer when appropriate.
- Assist with student conduct, advocacy, and mediation.
- **Participate in the on-call duty rotation (typically one week per semester for ACRLs)**
- Encourage campus involvement and faculty-student interaction to contribute to student retention.
- Establish and maintain existing campus partnerships and collaborations
- Serve as an active member of the on-campus living experience
- Co-advice the hall council: serve as a resource, actively support programmatic initiatives, attend hall council meetings, ensure accurate record keeping and spending of funds, identify and encourage student participation, coordinate the officer election process, facilitate trainings and seek student leadership development opportunities.
- **Develop a co-curricular plan and assess learning outcomes for a living-learning community.**
- Plan and facilitate interactive weekly meetings, retreats, leadership workshops, co-curricular activities and recognition initiatives for living-learning community participants.
- Identify, recommend, and implement new approaches to enhance the Living Learning Community Program.

**Administration and Leadership**

- Provide administrative support to direct supervisor for the day-to-day residence hall operation. This includes but is not limited to: weekly/monthly reports, staff evaluations, program evaluations, fire drill/alarm reports, key audits, staff duty schedules, health and safety inspections, and others as directed.
- Serve on departmental committees such as Social Justice & Diversity, RA Recruitment & Recognition, RA Training and Development, Student Leadership (RHA/NRHH), Academic Enhancement & Recognition, and ACRL Training & Development
- Complete all necessary paperwork in a timely manner.
- Participate in departmental staff meetings, training and professional development opportunities.
- (Co)-Facilitate weekly student staff meetings and training as appropriate.
- Host at least ten posted office hours per week as negotiated with direct supervisor.
- Meet frequently with supervisor to provide updates, solicit feedback, and monitor performance.
- Manage expenditures and budget.
- Coordination of a living learning community will require attending team and individual meetings with the Senior Assistant Director at least twice a month
- Distribute and collect information to and from residents and Resident Advisors in a timely manner. This includes but is not limited to: performance evaluations, judicial letters, occupancy information, roommate agreements, surveys, etc.
- Provide input into decisions regarding policies, procedures, programs, and facilities.
- Assist with the administrative tasks and implementation of Housing operations (check-in/check-out procedures, room change processes).
- Build relationships with others within the department to effectively fulfill job responsibilities.
- Participate in the recruitment and selection of Resident Advisors, Desk Assistants, and living-learning community participants.
- Assume coverage of other duties and operations in the absence of direct supervisor when needed.

**Required Skills or Prerequisites:**
- Bachelor’s degree required
- Admission to a graduate degree program at UNCG
- 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.

**Preferred Skills & Experience:**
- Pursuing graduate degree with desired career in Higher Education Student Affairs
- Housing & Residence life experience and/or residence hall involvement
  - Preferably Resident Advisor (RA) and living-learning community experience
- 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
- Group facilitation and organizational skills
- Program/Event planning and implementation
- Experience interacting and building positive relationships with a diverse population; intercultural competence
- Intermediate computer skills, proficient with Microsoft Office Suite & Google applications

**Work Hours, Environment: Briefly describe the working conditions and environment.**
- 20 hours per week (some evenings and weekends required)
- Flexible work schedule to meet 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
- Supportive environment for professional travel and job search process
- 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 16, 2018 to May 13, 2019**
- Summer availability is required starting July 13th (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 (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.

Main Contact:

Erica E. Estep  
Interim, Associate Director for Residence Life  
Senior Assistant Director for Residence Life and Academic Enhancement  
HRL Graduate Student Assistantship Program Coordination  
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