

### **Overview of Residential Education**

Student Success at the University of South Florida (USF) is a preeminent organization that inspires learning and transforms the lives of students for lifelong success. We provide learning opportunities and environments for students to discover, integrate, and apply new knowledge that increases their capacity for personal growth and ethical leadership.

Guided by this premise, Residential Education at the University of South Florida provides a safe community, innovative curricula, and quality services that contribute to our residents' success by fostering their learning and personal development. Our dynamic residential experience produces proud USF alumni and engaged advocates, and we strive to achieve our motto of being the best place to live, work, and learn.

The Educational Priority of Residential Education is: At the conclusion of the residential experience, students will be holistically well, interpersonally skilled, academically engaged, and self-aware to make a positive societal impact.

### **About the Position**

Residential Education seeks a talented and dedicated educator to join our dynamic team as an Assistant Residence Life Coordinator (ARLC). USF utilizes a holistic approach to residential education. With a Residence Life Coordinator, you will lead the charge for student development while having the opportunity to create, implement, and manage a comprehensive residential education program.

### **Position Responsibilities**

The Assistant Residence Life Coordinator will work with and support the Residence Life Coordinators to implement a safe, secure, and learner-centered environment in an area of 400-800 residents. Additionally, Assistant Residence Life Coordinators will help Residence Life Coordinators oversee academic support, staff supervision, facilities management, student conduct, and crisis intervention, while conducting their work in a student-centered manner. Assistant Residence Life Coordinators will also serve as a co-advisor to Area Council of their assigned community and will plan and implement ongoing training for the Resident Assistant staff.

The position requires 20 hours a week and frequent and meaningful interactions with students in a variety of settings.

The major responsibilities of the Assistant Residence Life Coordinator include:

#### *Supervision*

- Assist the Residence Life Coordinator in the supervision of 12-18 Resident Assistants
- Serve a supporting role in the recruitment, selection, training, and evaluation of all staff members
- Maintain regularly posted weekly office hours in your assigned community office for supervisory meetings and support of student staff (The remaining hours are used to participate in departmental meetings, Area Council, crisis management, etc.)

#### *Community Development*

- Ensure that all residents feel included and welcomed by overseeing and being invested in academic, community, and personal programs in collaboration with other departmental staff and/or university departments
- Serve as a role model to student staff and residents by having intentional, educational conversations

### *Customer Service*

- Respond to concerns and issues of students, parents, staff, and others in a manner that provides exceptional service, accurate information, and fosters relationship-building
- Assist the Residence Life Coordinator in the management of all operational aspects of the assigned community, including reporting concerns to appropriate facilities and operations staff, damage billing, budgeting, opening and closing, occupancy management, and conducting regular safety drills and inspections

### *Professional Development*

- Opportunity to serve on a departmental committee and/or task force, including but not limited to staff selection, recruitment and training, and assessment; option to serve on university-wide committees

### *Advising*

- Provide regular interaction that challenges and supports students as they explore and take ownership of their individual growth and development.
- Assist the Residence Life Coordinator in advising the building/area council

### *Crisis Management and Student Conduct*

- Be knowledgeable of departmental and university protocol and resources, prepare staff and students for potential crisis situations, and address concerns in area
- Serve as a primary emergency response person for an on-campus community up to 6200 residents
- Participate in an on-call rotation throughout the academic year
- Provide basic counseling and crisis management interventions with students while referring students to the appropriate campus resource available to enhance their collegiate experience
- Be an educator to student staff to be able to manage low-level referral situations
- Serve as an initial review hearing officer, adjudicate conduct cases and administer educational sanctions by upholding the USF Commitment to Honor, Code of Conduct, and Housing Policies

### *Academic Initiatives/Living-Learning Communities*

- Work with the Residence Life Coordinator to develop intentional student interactions and initiatives focused on the curricular experience, including implementing a residential curriculum that seeks to create a meaningful residential experience
- Implement initiatives to support student populations that the university struggles to retain
- Provide support to Residential Community Programs and Academic Initiatives as outlined by the department Academic Initiatives Team

### *Administrative Duties*

- Develop a working knowledge of Housing & Residential Education and work with the Residence Life Coordinator and other university staff to ensure proper administration of departmental and university policies and procedures
- Demonstrate and continuously improve effective communication, planning, and organizational skills as they relate to job responsibilities
- Attend weekly Residential Education Staff meetings and Housing & Residential Education staff meetings
- Work cooperatively with the Operations and Outreach, Business Operations, and Facilities Maintenance staff members in matters related to facilities maintenance, housekeeping, room assignments, room conflicts, verification of occupancy, card access, and house/room damage issues
- Complete other duties as assigned

## **Compensation**

The Assistant Residence Life Coordinator is a live-on position that receives a competitive hourly wage of \$18.69 per hour (before tax), a tuition waiver for up to nine (9) graduate credit hours per semester (not including fees) for those accepted into the College Student Affairs (CSA) program in the College of Education, and partial reimbursement for a Student Health Insurance policy premium. The Assistant Residence Life Coordinator must live in a furnished on-campus apartment, which includes utilities.