Rutgers Residence Life
Job Description: Assistant Residence Life Coordinator

Position Overview:
The Assistant Residence Life Coordinator (ARLC) reports to a Residence Life Coordinator (RLC) and assists with his or her duties and responsibilities. In addition the ARLC is responsible for the quality of specifically assigned group of operations, services and/or activities of residence area housing between 1200 and 1500 undergraduate students. These could be in the areas of conflict resolution, problem solving, programming or general administration. The Assistant Residence Life Coordinator must work with and support the RLC as they together develop and maintain a strong community throughout the residence area and in each building or section. Further, s/he will act in place of the RLC during their absence or at their request. The ARLC must also help maintain a safe and comfortable facility through communication with, and support of the Housing staff.

The ARLC will work in conjunction with the Residence Life Coordinator, other Assistant Directors for Residence Life and the Hall Directors in supporting the campus identity and participating in the formation and implementation of campus goals and activities. ARLCs must act as a role model for students through the support and communication of the Residence Life goals and through positive, acceptable personal behavior.

ARLCs are an integral part of Residence Life and as such there are significant time commitments required of the position. Due to the unique nature of the ARLCs position, work cannot easily be translated into hours worked per day or week. The ARLCs job requires both regularly scheduled responsibilities and times at which ARLCs are available and accessible to building residents and staff with many of these hours being during the evening, weekend and late nighttime hours. On average, ARLCs should expect to work 30 hours per week, leave campus no more than one weekend a month, share in campus duty coverage that includes all breaks, and have all Fridays from 9 AM to 12 PM available for Departmental/Campus meetings and trainings. ARLCs may not have any “fulltime” commitments (e.g., student teaching, internships, and lab assistantships) and must limit outside (non-classroom) commitments to less than 20 hours a week. ARLCs position is a 10 month position beginning August 1st through May 31st. Training for the ARLC position will include at least 2 weeks in August, prior to the RA staff arrival, and 3 days in January (prior to the start of Spring semester).

Summary of Position Responsibilities

Student Development Responsibilities
The ARLCs will be responsible to assist the RLC in facilitating a positive community in the residence hall. ARLCs will facilitate community development through having meaningful individual interactions with residents, attending building and area meetings and supporting student leadership.

Community Development
- Encourage acceptance and promote positive inclusive communities.
- Implement departmental and campus community development plans.
- Regularly assess the individual floor/unit and building wide communities.

Programming
- Deliver, along with the RLC and the RAs/AAs the departmental and campus programming plans to the residents.
- Actively participate in and support RA/AA programming and community building efforts.
Building Relationships
- Be an active member in the building community.
- Actively build relationships with students in the building.
- Be available, visible and accessible to residents.
- Assist residents in their development as students and individuals
- Serve as a resource for questions and concerns.

Staff Supervision Responsibilities
ARLC assist the RLCs with their supervision of undergraduate staff members and challenges the student staff to strive for self-development, achieve the goals of their positions, and function as a cohesive positive team in the residence hall.

Develop Relationships
- Be regularly and consistently available to the undergraduate staff members.
- Serve as a resource and provide guidance to staff and students.
- Actively participate in the building of a cohesive staff unit
- Participate in the training and development of the undergraduate staff.
- Supervise the Community Assistant program for the hall.

Communication
- Attend weekly staff meetings, which disseminate information, provide planning for upcoming events, process building situations, and develop the staff team.
- Respond in a timely fashion to all calls/messages from staff and students.

Problem Solving Responsibilities
To achieve the goals of Residence Life, an ARLC must approach all situations in an educational manner showing care and respect for all students. The role of the ARLC in responding to student concerns and crisis is to resolve all situations in a calm and effective manner, by critically evaluating the situation and providing support to both the students and staff involved. Due to the private nature of crisis situations, staff must maintain strict confidentiality with student information.

Policy Enforcement
- Understand and uphold all University and residence hall rules, regulations and policies.
- Respond to all Incident Communication Forms assigned by the RLC submitted with-in 48 hours.
- Meet with each student involved with violations as assigned by the RLC of policies with-in 3-5 days of the incident.
- Approach students from an educational and community-building perspective when interacting in response to a policy violation or crisis situation.
- Make appropriate referrals to the Community Restitution Board or the University Office of Judicial Affairs, when needed.

Conflict Resolution
- Support the developments of an atmosphere in which students have concern and respect for the rights of others.
- Support RAs/AAs in their mediation efforts with roommate and floor/unit conflicts as assigned by the RLC.
- Mediate any conflicts assigned by the RLC not resolved by undergraduate staff or as directed by supervisor.
Crisis Response
• Along with the RLC, act as “first responder” to all building incidents, which require a staff response.
• Accompany residents to the hospital for medical emergencies, including but not limited to illness and intoxication.
• Report necessary situations to appropriate supervisor(s) immediately.
• Complete necessary paperwork involved in documenting the crisis.
• Follow-up with residents and staff regarding any crisis situation.

Duty
• Participate in Residence Life Graduate Staff Campus Duty, throughout the academic year including all identified breaks (Thanksgiving, Winter, and Spring breaks).
• Assist in staffing and response to planned and unplanned University programs, athletic and world events.
• As assigned by the RLC, schedule and supervise the RA/AA building duty. Provide schedule to appropriate support staff at the time required.
• Supervise the Community Assistant attendance to desk duty.

Administrative Responsibilities
ARLCs will be responsible to assist the RLC Hall Directors monitor the facilities of the building, work in cooperation with the Housing staff and serve as a member of the Residence Life Department. In working to meet these expectations ARLCs must act professionally, work cooperative and support the mission and goals of Residence Life.

Facility Oversight
• Follow-up with-in departmental procedures to all maintenance and Housing concerns.
• Encourage resident and staff interaction with Housing staff.
• Be responsible for the key distribution during opening periods as directed by Housing and the Residence Life Coordinator.
• Identify with RLCs and student input future renovation projects for the building.
• Facilitate the collection of room condition reports.
• Assist in the room change process.
• Complete Occupancy reports, follow-up with all non-registered, non-immunized students as directed.

General Departmental
• Serve on one departmental/campus committee.
• Attend all Departmental and Campus meetings.
• Attend weekly staff meetings with Residence Life Coordinator.
• Attend weekly individual supervision meeting with Residence Life Coordinator.
• Administer Hall Programming budget.
• Complete all requests for information and reports in a timely fashion.
• Check mailbox daily.
• Check and respond to email daily.