



University
of Dayton

Center for International Programs & Housing & Residence Life - Graduate Assistantship Global Learning Living Community- Residence Coordinator (GLLC-RC)

Overview

The Global Learning Living Community- Residence Coordinator (GLLC-RC) position is a unique role engaging U.S. and international residents in cultural exploration and dialogue in a living environment. This position includes dual responsibilities between the Center for International Programs (CIP) and Housing and Residence Life (HRL). The GLLC provides a unique focus on cultural diversity and world affairs with the goal is to develop intercultural competency and sensitivity among its residents. This position leads in the planning/implementation of the annual kick-off events while assisting in the support of academic inquiry, residential programming and informal dialogue. This position serves as a resource for all residents of the GLLC, assisting international students in navigating the university culture and structure and facilitating communication between residents. The GLLC-RC is co-supervised by an Area Coordinator and the Assistant Director for Campus Engagement. This position meets regularly with supervisors, students and other staff. The RC is expected to follow all policies and provisions outlined in the university's code of conduct. This position is a 10 month live-in assignment, renewable annually, with expectations of working 20 hours per week.

Responsibilities

- **Supervision:** Directly supervises 1-3 undergraduate GLLC staff members (Resident Assistants). Maintain a professional relationship with undergraduate staff through weekly meetings and establish and maintain relationships with CIP & HRL Staff.
- **Community Development:** Foster an atmosphere that is conducive to cross-cultural dialogue, exploration, academic and personal growth. Assist in implementation and planning of the residential curriculum and community standards process. Attend community programs and standards meetings as necessary. Involve residents in planning programs that enhance the development of the community such as retreats, relationship development and programs.
- **Student Conduct:** Confront and document students who violate University policies as indicated by the University's student code of conduct. Facilitate behavioral hearings and necessary followup with students in order to educate and understand impact in the community. Facilitate educational sessions and/or respond to bias and intolerance as needed.
- **Administration:** Assisting in the management of the GLLC in conjunction with CIP and AC. Perform and assist in the duties of the supervisor (AC) in their absence. Complete all paperwork and duties assigned by CIP and HRL. Assist in responding to students in crisis and concerns. Assist in the co-management of the OrgSync portal for their community.
- **Advising and Informal Counseling:** Establish and maintain a professional relationship with residents and student staff. Advise students within the limits of their capabilities in academic, social, and personal matters. Assist in the support of students on topics (including, but not limited to): homesickness, international transition, college adjustment, roommate conflicts, substance use, and mental health. Be familiar with University policies in order to direct students to appropriate resources while exercise sensitivity, patience, and care when addressing concerns around a student's personal well being.
- **Crisis Response and Special Coverage:** Assist with on-call duty response for the University as directed by the Assistant Dean of Students and Executive Director of Housing and Residence Life. Assist in providing additional on-call/duty coverage as assigned for University holidays and weekends including, but not limited to, opening weekend, Labor Day, Family Weekends, Fall Break, Halloween, Thanksgiving, Martin Luther King Day, Spring Break, St. Patrick's Day, Easter, and closing.

In addition, the RC is responsible for the following:

- Acting as a liaison between students and CIP/HRL while maintaining a regular communication plan with GLLC residents
- Maintaining a flexible schedule of 10-15 office hours in the CIP and 10 office hours in HRL
- Attending pertinent meetings and participate in various selection and placement processes between the CIP and HRL
- Serving on in-area, departmental and University processes or committees as assigned
- Reporting any student needs, issues, and areas of concern to their AC and the AD (CIP)
- Participating or assist in various department, divisional, and institutional trainings
- Assisting with departmental opening and closing processes per supervisors direction
- Facilitate departmental/divisional presentations/trainings such as: Opt-In, Flyer host, and community meetings.
- Participating in international campus events and programs throughout the year
- Assist in the planning of transportation for any off campus programs/events for the GLLC
- All other duties as assigned directed by their supervisors

Preferred Qualifications

- International and/or cross-cultural experience(s)
- Ability to effectively manage multiple priorities and deadlines
- Ability to confront cultural differences in a sensitive and respectful manner
- Enthusiasm for the process and outcomes of intercultural learning and international education
- Practice or knowledge in implementing new programs and/or improving current structures and models
- Some knowledge of a second language and any diversity training experience
- Capacity to effectively and fully communicate between supervisors in both CIP and HRL

Remuneration

- Competitive stipend
- Room and board
- Tuition assistance while participating in the GA program.
- Option for hourly summer employment
- University Healthcare
- Option for hourly summer employment

Additional Information:

- **Outside employment:** The GLLC RC may not hold an outside position or employment during the academic year but may request academically-related positions, to include but not limited to internship and co-op, through their supervisor and CIP with final approval from the Assistant Dean of Students and Executive Director of Housing and Residence Life.

For more information contact:

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