



**University  
of Dayton**

## **Housing & Residence Life**

### **Residence Coordinator, Graduate Assistantship**

#### ***Statement of Inclusive Excellence***

The Division of Student Development recognizes the educational benefits of diversity for students, faculty and staff. We are committed to engaging in reflection, dialogue and experiences that both challenge and affirm multiple perspectives. Our Marianist charism calls us to value the dignity of every person and to advocate for social justice.

#### **Overview**

The Residence Coordinator (RC) position is a graduate assistantship at the University of Dayton in the Department of Housing and Residence Life. The RC is responsible for assisting a full-time Area Coordinator (AC) or Community Coordinator (CC) in the overall management of a residential community. There are 10 unique residential communities in the department. The RC is expected to follow all policies and provisions outlined in the university's Student Standards of Behavior. The RC position is a 10 month live-in assignment, renewable annually, with expectations of working 20 hours per week. The RC may not hold any additional outside position or employment during the academic year, but may request academically-related positions, to include but not limited to, internship or co-op through their AC or CC with final approval from the Assistant Dean of Students and Executive Director of Housing and Residence Life.

#### **Responsibilities**

##### ***Supervision***

The RC directly supervises a sub-staff of 6-8 undergraduate staff members (Resident Assistants or Fellows). The RC will establish and maintain a professional relationship with undergraduate staff through weekly all-staff, sub-staff and 1:1 meetings. RCs are also responsible for evaluating staff job performance via the departmental evaluation process.

##### ***Community Development***

The RC is responsible for fostering an atmosphere that is conducive to academic and personal growth among the residential communities of their RA/Fellow staff. The RC will assist in the implementation of the educational plan for their community. The RC will advise and involve staff in planning initiatives that enhance the development of the residential community and are in line with the residential curriculum. The RC will support the implementation of the department's community standards process. The RC is expected to attend community programs and community standards meetings as necessary. The RC may advise the Hall Council in their area.

##### ***Student Conduct***

Depending on the residential area to which he/she is assigned, the RC will be expected to confront and document students who violate University policies as indicated by the University Student Standards of Behavior. Depending on the residential area and as directed by the AC/CC, the RC will facilitate behavioral hearings with students in

order to educate them on University policies and provide an opportunity for them to conceptualize the impact of their decisions and behavior on the community. The RC is also responsible for assigning appropriate consequences, student follow-up, and data entry into the University's judicial database. The RC will facilitate Opt-in sessions, in partnership with the Office of Community Standards and Civility, as an alternative to the Student Conduct System for first time incidents of a minor nature.

### ***Administration***

The RC is responsible for assisting professional staff (AC/CC) in the overall management of the residential community. Consequently, the RC may be expected to perform the duties of the AC/CC in his/her absence. The RC must complete all paperwork and other duties that assist the professional staff in responding to student issues and concerns. The RC will be responsible for co-management of the OrgSync portal for their community.

### ***Advising and Informal Counseling***

The RC will be expected to establish and maintain a professional relationship with residents and each staff member in his/her residential area. RCs will advise students within the limits of his/her capabilities in academic, social, and personal matters. The RC should also be aware of student issues including, but not limited to, homesickness, college adjustment, roommate conflicts, substance use, and mental health. The RC must also be familiar with University policies in order to direct students to appropriate resources. The RC must exercise sensitivity, patience, and care when addressing concerns that could adversely affect a student's personal well being.

### ***Crisis Response and Special Coverage***

Each RC is required to 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. RCs may also be expected to provide additional on-call/duty coverage as assigned for University holidays and weekends including, but not limited to, opening weekend, Labor Day, Family Weekend, 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:***

- Assisting in the management of 24-hour desk operations for the area (not applicable for all areas)
- Reporting any student needs, issues, and areas of concern to his/her direct supervisor
- Acting as a liaison between students and the Department of Housing and Residence Life
- Reporting any student emergencies, unusual behavior, and/or extended absences to his/her direct supervisor
- Participating in graduate (GALI) and undergraduate (ULI) staff training
- Participating in departmental selection processes as assigned
- Assisting with departmental opening and closing processes
- Assisting with area opening and closing events/activities per AC/CC direction
- Serving on in-area, departmental and University committees as assigned
- Attending departmental and divisional training sessions
- Facilitate Opt-In sessions in partnership with the Office of Community Standards & Civility

### **Minimum Qualifications**

- Previous experience in residence life
- Ability to implement a residential curriculum
- Enthusiasm for promoting a diverse and inclusive experience
- Ability to effectively manage multiple priorities and deadlines

### **Remuneration**

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

### ***Traditional Areas***

- Residential Communities: Marycrest Complex, Stuart Complex, Marianist Hall, Virginia Kettering Hall (including 819 Irving Ave. and Irving Commons), South Quad (including Campus South, Garden Apartments, and Lawnview Apartments)
- Primarily first and second year students residing in double-loaded corridors or suite/apartment style housing
- RC lives in a single room with a private bathroom on a floor or apartment building of residential students
- RC may be responsible for community building and responding to the residents who live on the floor as the RA of the floor

### ***Student Neighborhood***

- Residential Communities: Student Neighborhood (North, College Park, and South), Plumwood apartments, University Place apartments
- Primarily junior and senior students residing in houses or apartments
- RC lives in a house or apartment in a residential community
- Facilitate Flyer Host training
- Partner with community organizations and neighborhood districts to facilitate town hall meetings

### **For more information contact:**

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