

**Job Title**

Assistant Residence Life Coordinator

**Job Description**

For the 2017-2018 academic year: 20 hours per week beginning August 21, 2017 to December 15, 2018 ending May 4, 2018. Does not include university breaks. Position requires additional training time. During assistantship terms, students will be compensated hourly for any work outside of the assistantship duties. Reports to Residence Life Coordinator; responsible for student staff, administrative hall operations, and a comprehensive, vibrant and meaningful residence education program within a residence hall. Participates in emergency rotation.

Position Description:

**STUDENT STAFF**

1. Coordinate selection, training, supervision and evaluation of student desk assistants.
2. Assist the RLC in developing and implementing training, and evaluation of resident assistants.
3. Provide individual and group supervision of student staff in regard to daily and on-going operations, community development, residence education, and housing policies and procedures.
4. Serve as a resource to student staff in the performance of responsibilities, sharing of knowledge, and skills.

**RESIDENCE EDUCATION**

1. Serve as an advisor to hall senate leadership and committees, providing on-going leadership development.
2. Serve in an advisory and referral capacity to individual students and student groups in regard to University Department of Residence policies and procedures.
3. In conjunction with the RLC, student staff, and hall senate, implement, and evaluate a comprehensive residence education program; including coordinating efforts with offices such as Student Life, LGBT\* Center, Center for Academic Advising.
4. Provide direction to student staff for the enforcement and proper documentation of Residence Life Code of Conduct.
5. Assist the RLC in serving on-call, providing emergency response and support to incidents within the residence hall system.
6. Work under the guidance of the RLC in holding policy violation meetings with students living in a residence hall.
7. Serve as a resource and point of contact for students of concern or in crisis, through follow up, intervention conversations, and referrals to both university and community resources.
8. Utilize student feedback and assessment findings to enhance the residential experience for students.

**ADMINISTRATIVE HALL OPERATIONS**

1. Supervise and administer hall office operations.
2. Represent the Department of Residence to parents, guests and members of the University community.
3. Serve on a committees providing leadership for student staff selection, training, and conferences.
4. Maintain administrative records of hall activities, incident documentation, and other records consistent with residence policies and procedures.
5. Assist the hall senate in budgeting and record keeping of student activity appropriations.

**Employment Period**

August 21, 2017 - May 4, 2018

**Wage**

\$5,120 per semester

**Contact Person**

Erica Eischen - [erica.eischen@uni.edu](mailto:erica.eischen@uni.edu) or 319-273-2333

**Web Application**

[http://www.grad.uni.edu/sites/default/files/application\\_for\\_ga\\_including...](http://www.grad.uni.edu/sites/default/files/application_for_ga_including...)

**Requirements**

Bachelor's degree and University residence hall leadership experience required. Must be a full-time student in a UNI graduate program. Must be enrolled in 9 graduate credits each semester of assistantship. Minimum GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.

Residence hall leadership experience required. Ability to build and maintain collaborative relationships with diverse student populations, lead student teams, and effectively communicate and problem solve with others required. Must be able to handle job responsibilities in 20 hours per week, including evening and weekend work required.

Must reside in a UNI residence hall and have a meal plan.

[student employment](#)

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