



Student Affairs

University Housing and Residential Life

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GRADUATE RESIDENT COORDINATOR POSITION DESCRIPTION

MISSION

The Office of University Housing and Residential Life (UHRL) provides an inclusive residential learning environment with programs, services, and experiences that support the mission of Temple University.

SUMMARY OF POSITION

The Resident Coordinator (RC) is a 10-month live-in graduate position within UHRL. RCs work directly with professional and student staff members and offer services and assistance to members of Temple University's residence hall population. They assist with the management of a residential life program in a university housing facility ranging from 200 to 700 students on Temple University's Main campus. RCs create positive residential communities by supporting students, supervising undergraduate staff, and advising student organizations. Lastly, RCs participate in a campus-wide on-call rotation and serve as hearing officers as part of the UHRL's student conduct system.

RCs are expected to serve students and to uphold the standards of Temple University and UHRL in the highest regard possible. It is essential that all staff members be viewed as credible, positive role models that abide by university and UHRL policies and procedures, the RC position description & contract, and the housing contract. RCs are expected to behave in a manner that is professional and consistent with the goals and objectives of UHRL, both on- and off-campus.

QUALIFICATIONS AND REQUIREMENTS

1. All RCs must be matriculated and confirmed Temple University graduate students who are enrolled in a full-time degree program by the time of employment.
2. RC staff members must be in good standing with all offices of the University, including but not limited to: University Housing & Residential Life, the Bursar's Office, and the Office of Student Conduct and Community Standards.
3. RCs must be enrolled and considered at least half-time status by their respective academic program and cannot enroll in more than 12 credit hours per semester.
4. RCs must maintain a minimum of 3.0 Cumulative/Semester GPA (2.8 for Law School).
5. All RCs must be registered for classes and resolve any judicial issues, and academic or financial issues resulting in withdrawal from the University, at least 30 days prior to the start of the semester.
6. The RC role requires high visibility and availability within the community. Therefore, RCs must live in university assigned housing and abide by time off guidelines as outlined in the RC Agreement.
7. Qualifications:
 - Experience that demonstrates a clear understanding of student and community development and the ability to manage the demands of the position with the demands of their academic requirements.
 - Demonstrated commitment and ability to build communities that are inclusive of diverse populations and support students' intellectual, emotional, social, and multicultural development.
 - Demonstrated crisis management skills, including problem-solving and critical thinking.
 - Demonstrated organizational skills and the ability to work efficiently, independently and in a team.
 - Solid interpersonal, oral, and written communication skills.

ESSENTIAL FUNCTIONS OF POSITION

Advising & Supervision:

1. Provide comprehensive supervision of 4-6 student staff and leaders within the assigned residence hall, including one-on-one supervision meetings, performance evaluations, and on-going support and training.
2. Assist the Resident Director with management of the entire residence hall staff and provide staff development experiences for student staff, which focus on working cooperatively, sharing responsibilities, and establishing positive working relationships.
3. Assist in holding student staff accountable for proper presentation and implementation of community building and engagement initiatives within a Residential Curriculum.
4. Provide guidance and support for the health and well-being of each student staff member.
5. Assist the Resident Director in advising the assigned residence hall community council. This may include weekly community council meetings, and/or 1:1 meetings with executive board members.

Student Engagement and Curriculum Development

1. Create a residential environment where support, academic success, and self-exploration exist for each individual student.
2. Support the development of an inclusive community and staff dynamics that promote and encourage the exchange of diverse ideas.
3. Maintain a working knowledge of campus and community resources.
4. Refer students to academic resources; communicate with your supervisor regarding students who are experiencing academic difficulties, and model effective study skills and behavior.
5. Be visible, available, and accessible to all residents and student staff in their assigned building.
6. Support and collaborate to develop programming with community councils and Residence Hall Association (RHA).
7. Assist in the coordination of community development initiatives, including facilitation of building-wide programs.
8. Collaborate with the Resident Director to approve and track programming proposals for student staff.
9. Evaluate programs offered and adhere to all departmental programming procedure.
10. Act as referral agent for residents and student staff in assisting them with finding appropriate campus and community resources.

Student Behavior and Critical Incident/Crisis Response:

1. Support staff in the development of communities that encourage residents to take ownership and assume responsibilities for their actions.
2. Learn, adhere to, and enforce the rules, regulations, and policies of and procedures of UHRL and Temple University as outlined in Student Conduct Code & Undergraduate/Graduate Rights, Resources, & Responsibilities Guide.
3. Support staff in responding to behavioral, crisis/emergency situations and refer situations to professional staff when appropriate.
4. Document and communicate incidents in an accurate and timely manner.
5. Assist in the university's student conduct process, by serving as an Administrative Hearing Officer and recommending appropriate sanctions.
6. Mediate escalated roommate/suitemate and community conflicts and assist the Resident Director in managing crisis situations within the assigned residence hall.
7. Address and report any type of behavior that is or can be perceived to be discriminatory or offensive.
8. Serve in rotating 24-hour on-call duty rotation for the entire Temple University residential campus to coordinate response to emergencies and concerns. This includes University break periods when classes are not in session or when the University is closed.

9. Assist in implementing procedures for emergencies, including natural disasters, medical, mental health, and facility issues.
10. Become familiar with all University counseling and referral resources to provide support and referrals to students experiencing behavioral and/or mental health issues.
11. Serve as a Campus Security Authority and as a mandated reporter for Title IX incidents.

The University has identified the RC position as Campus Security Authorities under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("the Clery Act"). The law defines a CSA as "[a]n official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings." CSAs are responsible for reporting crimes and violations described in the Clery Act to Temple Police whenever they become aware of them. This information, when confirmed, is then included in the university's federally mandated annual security and fire safety report, which is distributed every year on or before October 1. The information also assists in the identification of crime on and around campus.

RCs are considered "responsible employees" for the purposes of Title IX. As responsible employees, RAs are obligated to report, and address, if appropriate, instances of sexual harassment. Further information on these responsibilities will be provided during training.

Operations:

1. Assist with opening, vacation breaks (i.e. Thanksgiving, winter, and spring break), closing, room changes, and other operational functions as they pertain to the residence halls.
2. Assist the Resident Director with the implementation of policies and procedures related to health, safety, and other residence hall community issues.
3. Report maintenance problems and follow-up as necessary.

Administrative Tasks:

1. Execute administrative tasks as assigned.
2. Exercise proper care for all University keys, manuals, identification cards, telephones, first aid equipment, and other materials issued by UHRL.
3. Disseminate important information and student educational materials as needed or requested.
4. Attend required weekly departmental and staff meetings.
5. Manage student staff programming as determined by the Resident Director (inclusive of Living Learning Communities and/or Community Council).
6. Hold bi-weekly 1-on-1s with student staff.
7. Assume additional responsibilities as assigned by the Director of Residential Life or their designate.

Time Commitment:

1. All RCs will regard the RC position as their primary leadership position for the duration of the contract (See Resident Coordinator Agreement for dates).
2. Serve a minimum of 20 hours per week, 10 of which are required in designated office hours. All other associated hours are completed through advising, student staff interactions, etc.
3. Participate in ALL training and development opportunities, including August and January staff training periods. RCs are responsible to make appropriate arrangements with fall/spring/summer classes, other jobs/employment, and vacation plans to participate in all training and development activities throughout the contract period.
4. Attend all other required trainings/meetings and events as scheduled.
5. Assist in selection processes for all staff levels.
6. Reserve the following times on Wednesdays for designated departmental and staff meetings: 10:00am-12:00pm and 8:00pm-10:00pm. RCs may NOT register for any classes that occur during these times without the approval of the Director of Residential Life or their designate.
7. Participate in all department and hall events, such as staff development activities, banquets, in-services, or other events.

8. Participate as needed on UHRL committees (committee selection will occur at the beginning of the academic year).

NOTE: *If an RC is unable to attend training, or misses training and/or department development sessions, they may be placed on disciplinary work action or released from the position. Any decision to release a staff member from the position is at the discretion of the Director of Residential Life.*

COMPENSATION

1. Furnished Residence Hall Suite or Apartment
2. Bi-weekly stipend of \$560.00 (new RCs) or \$570.00 (returning RCs) paid over a 10-month contract period
3. Meal Plan
4. Limited cable services

This compensation applies only when school is in session and food services are operational during the fall and spring semesters. Staff hired outside of the full contract dates listed may have stipend amounts pro-rated. Please see RC agreement for details on compensation, which may vary from year to year.

All appointments and compensation amounts may be considered taxable income according to Federal, State, or Local Laws and therefore will be reported by UHRL as part of one's gross annual income (room, meal plan, financial aid credits, and overflow housing and break duty payments) to Student Financial Services (SFS). Appointments can have a significant impact on an individual's financial aid packet and applicants are highly encouraged to consult with SFS before accepting the Resident Assistant position. Student Financial Services can be contacted through their web site <http://www.temple.edu/SFS/>, by email at sfs@temple.edu, or by calling 215-204-2244.

CONCLUSION

The RC position description is not an all-inclusive statement of the responsibilities of the RC. It is recognized that other related duties and expectations not specifically mentioned may also be required and/or assigned. In addition, special circumstances may require the assignment of additional responsibilities for a specific period of time.

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, University and employment policies and regulations, including NCAA regulations for areas and departments, which their essential functions cause them to interact.