



Student Affairs

University Housing and Residential Life

1910 Liacouras Walk, Suite 201-301
Philadelphia, PA 19122
phone: 215-204-7184
fax: 215-204-3261
email: housing@temple.edu
web: housing.temple.edu

2016-2017 GRADUATE RESIDENT COORDINATOR POSITION DESCRIPTION

MISSION

The Office of University Housing and Residential Life (UH&RL) 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 UH&RL. 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 250 to 650 students on Temple University's Main campus. RCs create positive residential communities by supporting students and staff and advising student organizations. Lastly, RCs participate in the on-call rotation and serve as hearing officers as part of the UH&RL's student conduct system.

RCs are expected to serve students and to uphold the standards of Temple University and UH&RL in the highest regard possible. It is essential that all staff members are viewed as credible, positive role models that abide by university and UH&RL 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 UH&RL, both on- and off-campus.

QUALIFICATIONS AND REQUIREMENTS

1. RCs must be full-time, matriculated and confirmed Temple University graduate students by the time of employment. RCs must maintain the following academic standards throughout their employment:
 - a. Enroll in at least 9 credit hours each semester.
 - b. Maintain a minimum 3.0 Cumulative GPA at the graduate level (2.8 for Law School).
 - c. Obtain a minimum 2.75 semester GPA for each semester while serving as an RC.
2. Should a RC fail to maintain these standards, they may be placed on academic probation for one semester, suspended, and/or released from their position.
3. Applicants must be in good standing with all Offices of the University including but not limited to: the UH&RL, Bursar's Office, and the Office of Student Conduct and Community Standards.
4. RCs may not be on current disciplinary probation or have outstanding bills or conduct fines at the time of their application and throughout their appointment period.
5. RCs must possess experience that demonstrates a clear understanding of student and community development, strong interpersonal skills, and the ability to manage the demands of the position with the demands of their academic requirements.
6. RCs must possess a commitment and ability to build communities that are inclusive of diverse populations and support students' intellectual, emotional, social, and multicultural development.

7. RCs must demonstrate crisis management skills, including problem-solving and critical thinking.
8. RCs must demonstrate organizational skills and the ability to work efficiently, independently and in a team.
9. RCs must possess solid interpersonal, oral, and written communication skills.

ESSENTIAL FUNCTIONS OF POSITION

Training and Development:

1. Participate in all training and development opportunities. RCs are responsible for making arrangements with fall/spring/summer classes, summer jobs, and vacation plans to participate in all training and development activities.
2. Serve in the RC role as their primary leadership position from:
 - a. 10-Month Contract: Wednesday, July 27, 2016- Friday, May 19, 2017.
 - b. Participate in all Fall Training & Move-In/Opening and Welcome Week: July 28 – August 28, 2016.
 - c. Return for Spring Training & Move-In/Opening: Sunday, January 8, 2017.
3. Participate in Spring 2017 Training/Opening: Monday, January 9- Sunday, January 15, 2017. Participate in RA Selection Weekend: Saturday, January 21-Sunday, January 22, 2017.
4. Assist in selection processes for all staff levels.
5. Reserve the following times on Wednesdays for designated departmental meetings: 10:00am-12:00pm; 8:00pm-10:00pm. RCs may NOT register for any classes that occur during these times.
6. Participate in department and hall events, such as staff development activities, banquets, in-services, or other events.
7. Serve as a positive, invested team player on assigned staff.
8. Participate in other required trainings/meetings as scheduled, i.e. weekly staff meetings, bi-monthly 1-on-1 meetings, RC Cohort meetings, in-services, staff hiring, etc.
9. Participate as needed on UH&RL committees (committee selection will occur at the beginning of the academic year).

NOTE: Staff not in attendance during the above dates will risk being terminated from the RC position.

Administrative Tasks:

1. 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.
2. Exercise proper care for all University keys, manuals, identification cards, telephones, first aid equipment, and other materials issued by the Office of Residence Life.
3. Execute administrative tasks related to information dissemination and student education.
4. Attend departmental meetings as scheduled.
5. Manage RA programming as determined by the Resident Director.
6. Hold bi-weekly 1-on-1s with student staff. Assist the Resident Director with necessary end-of-year or semester reports.
7. Assume additional responsibilities as assigned by Residential Life staff.

Operations:

1. Assist with opening, vacation breaks (i.e. Thanksgiving, winter, and spring break), closing, room changes, health & safety inspections, and other operational functions as it pertains 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. Assist in procedures for emergencies including natural disasters, medical, mental health, and facility issues.
4. Report maintenance problems and follow-up as necessary.
5. Manage front desk operations, as needed.

Advising & Supervision:

1. Assist the Resident Director with management of the residence hall staff and provide staff development experiences for RAs, which focus on working cooperatively, sharing responsibilities, and establishing positive working relationships.
2. Assist in holding RAs accountable for proper presentation and implementation of programmatic ideas.
3. Provide guidance and support for the health and well-being of each student staff member.
4. Serve as an advisor to the assigned residence hall community council. This includes weekly community council meetings, and 1:1 meetings with executive board members.

Community Engagement:

1. Create a residential environment where support, academic success, and self-exploration exist for each individual student.
2. Refer students to academic resources; communicate with your supervisor regarding students who are experiencing academic difficulties, and modeling effective study skills and behavior.
3. Be visible, available, and accessible to all residents and RAs in their assigned building.
4. Collaborate with the Resident Director to approve and track programming proposals for RAs.
5. Assist in the coordination of community development initiatives, including facilitation of building-wide programs.
6. Evaluate programs offered and adhere to all departmental programming procedure.
7. Maintain a working knowledge of campus and community resources.
8. Act as referral agent for residents and RAs in assisting them with finding appropriate campus and community resources.

Student Behavior and Crisis Response:

1. Enforce, uphold, and abide by all University & UH&RL policies and procedures.
2. Be familiar with and understand all policies and procedures, (i.e. Student Conduct Code & Undergraduate/Graduate Community Living Standards).
3. Assist in the university's student conduct process, by serving as an Administrative Hearing Officer and recommending appropriate sanctions.

4. Serve on duty rotation for entire Temple University residential campus to coordinate response maintenance emergencies and concerns. This includes vacation breaks if assigned residential facility is open.
5. Document and communicate incidents in an accurate and timely manner.
6. Assist with conflict resolution and crisis situations.
7. Become familiar with all University counseling and referral resources.
8. *Serve as a Campus Security Authority. The University has identified the RC position as a Campus Security Authority (“CSA”) 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.*

Inclusivity and Leadership:

1. Build an inclusive community and staff dynamics that promote and support the exchange of diverse ideas.
2. Assist RAs in creating activities/programs that promote leadership and inclusion among community members.
3. Support department and university efforts in inclusivity and leadership events.
4. Support and collaborate to develop leadership programming with community councils and Residence Hall Association (RHA).
5. Support student leadership opportunities and development in residence halls.
6. Address and report any type of behavior that is or is perceived to be discriminatory or offensive.
7. Serve as a visual, positive, and active community member within the floor, hall, and university.

Additional Responsibilities of Morgan Hall RCs:

1. Morgan Hall RCs will provide comprehensive supervision of 3-5 Resident Assistants, and leaders in the assigned hall.
2. Morgan Hall RCs will manage a greater student conduct case load and will adjudicate higher level cases as an Administrative Hearing Officer.

COMPENSATION

All Resident Coordinators receive a furnished student unit, meal plan, basic residence hall cable, and local telephone service. A monthly stipend is paid over a 10-month contract (totaling \$7,740.00 for 10 months for first-year RCs). RCs placed in Morgan Hall receive increased compensation due to their additional supervisory responsibilities.

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

APPLICATION PROCESS

Candidates interested in applying for the RC position can do so by completing an online application and submitting their resume, cover letter, a list of two references to temple.eRezlife.com. Visit our website at <http://housing.temple.edu/about/employment> for more information. Candidates will then be screened, and interviewed. Final candidates are selected and assigned based on a number of factors including staffing and building needs as well as the relative strength of the candidate's qualifications and interview.

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.