

Residential Coordinator (RC)

Residence Life Office

Status: Student Employment
Division: Student Affairs
Department: Residence Life

Dates: August 2018 - May 2019
Reports To: Assistant Director of Residence Life

Position summary

The Residential Coordinator at Cornell lives in the residence halls and serves as a leader, helper and resource person for students and paraprofessional staff. The position serves as a critical link between the students, Resident Assistants, the Assistant Directors and the Residence Life Office. The position requires being a representative of the College and a representative of student issues in the halls and across campus.

Principal duties and responsibilities

Serves as a resource to residents

- Knows and interacts with all students within the assigned Residential area
- Communicates and promotes the mission and policies of the Residence Life Office, Division of Student Affairs and Cornell College
- Knows, abides by and enforces all rules, regulations and policies of the residence halls and of Cornell (including The Compass, the Residence Life Handbook and the Residence Hall Agreement)

Develops community

- Creates an environment where the needs and concerns of diverse populations of students are appreciated
- Promotes an environment that is conducive to academic and social development
- Responds to emergency and crisis situations
- Plans and executes area wide programming series
- Promotes and supports Cornell College events and activities

Provides indirect supervision to resident assistants

- Responds to staff inquiries and issues
- Helps lead area and all-staff meetings
- Assist with staff development and on-going training efforts
- Provides guidance on program development and implementation
- Serve as a bridge between paraprofessional and professional staff
- Maintains records for staff evaluation purposes

Provides administrative support

- Coordinates program tracking process for assigned area
- Works with Facility Services and/or Campus Safety staff to follow-up on and resolve maintenance issues and safety concerns
- Assists ADRL with coordinating and scheduling RA on-call dates
- Helps with RA staff selection and placements
- Develops process for maintaining staff office spaces and supplies

Required skills, knowledge and abilities

The ideal Residential Coordinator will be able to take initiative and think critically and creatively to solve problems and to make decisions. This person will be able to communicate with and relate to a diverse group of students and staff to understand their individual needs and to help those students and staff establish strong social networks as well as connect with the appropriate academic, social and health-related resources on campus. The ideal Residential Coordinator must be able to work successfully on a team as needed, must be self-motivated to work independently as needed and must be flexible in living and working in constantly changing and unpredictable environment.

Because of the nature of the Residential Coordinator role, we recognize that not all candidates will possess all of these skills at the time of application. As such, we look for candidates who demonstrate a commitment to learning and openness to receiving training and feedback from their supervisor and/or peers.

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Time commitments

- Participates in all trainings, staff meetings, committee assignments, openings and closings during the year.
- Helps with major on-campus events (examples include New Student Orientation and Commencement).
- Coordinates NOW Programming series and Residence Hall Olympics.
- Serves in a regular duty rotation (including Homecoming, Thanksgiving and Spring Breaks and block breaks).
- Has limited opportunity for additional employment on or off campus. These opportunities must be approved by the supervising ADRL prior to accepting the additional employment opportunity.
- Is not away from campus for more than one block without prior approval from Residence Life.

Because of the nature of the position, the Residential Coordinator is expected to be a presence in their community and within their staff, especially early in the semester, a time critical for the development of a strong Residential community and staff team. Individuals who have significant time commitments that prevent them from participating fully in fall training, from being a strong presence in their communities early in the semester or from assisting during opening and/or closing are expected to discuss those time commitments prior to accepting the position. Such time commitments include but are not limited to student teaching, off-campus study opportunities and athletics.

Qualifications

- Completed at least two semesters as a full-time Resident Assistant by August 2018.
- Achieved junior status or the equivalent of four semesters of academic work by August 2018.
- Achieved a cumulative 2.5 GPA (both during the application process and throughout employment).
- Be in good conduct standing with the College and be able to pass a criminal background check.

Remuneration

Each Residential Coordinator receives a room credit award of \$4,100 toward a single room billed at a double room rate. This room credit is applied in conjunction with other financial assistance that individual may be receiving (each Residential Coordinator candidate is encouraged to meet with a member of the Financial Assistance staff to determine the impact, if any, on the student's financial aid). In the event that a Residential Coordinator is away from campus for more than seven days in one block, include for academic reasons, or if the Residential Coordinator fails to fulfill the stated job responsibilities, Financial Assistance will be notified and the Residential Coordinator will be expected to repay a portion of the room credit for the time the Residential Coordinator is away.

Resignation/Termination

Once the academic year has begun, a Residential Coordinator who chooses not to continue in the position or who is removed from the position for any reason will be required to move to a new room, and potential from the floor and/or hall in which the student was employed as a Residential Coordinator. Should this happen, Residence Life will notify Financial Assistance and the student's aid will be adjusted accordingly.

Confirmation

By signing below I confirm that I have read and agree to the terms of the Residential Coordinator job description. I understand that the job description above is not an exhaustive list of Residential Coordinator tasks and other duties may be assigned.

I understand that Residential Coordinators are expected to abide by all expectations set by Residence Life Professional Staff members during training and throughout the year. These items will be used as part of the evaluation process regarding my continuation in the Residential Coordinator position as well as rehire consideration for the next academic year.

Furthermore, I understand my personal conduct should at all times be in conformity with the law and with College and Residence Hall policies. My personal behavior should reflect that I am aware of my responsibility as a positive role model. I further agree and accept that the appointment to the position of Residential Coordinator may be terminated if I fail to abide by any of the above-mentioned conditions. I accept and am willing to fulfill the Residential Coordinator role to the best of my ability.

Print name: _____ ID number: _____

Signature: _____ Date: _____