Overview of USF and Housing & Residential Education

Student Affairs at the University of South Florida is a pre-eminent organization that inspires learning and transforms the lives of students for lifelong success. Student Affairs provides learning opportunities and environments for students to discover, integrate, and apply new knowledge that increases their capacity for personal growth, responsible citizenship, and ethical leadership.

Guided by the direction of Student Affairs, Housing & Residential Education at the University of South Florida provides a safe community, innovative programs, and quality services that contribute to our residents' success by fostering their learning, personal development, and citizenship.

About the Position

Housing & Residential Education seeks talented and dedicated educators to join the dynamic Residence Life & Education team as Assistant Residence Life Coordinators. USF takes a holistic approach to residential life and education. With the Residence Life Coordinator, you will lead the charge for student development while having the opportunity to create, implement, and manage a comprehensive residential life and education program designed to intentionally contribute to student learning, growth, and success, especially in making connections, academic success, and globalization initiatives.

Position Responsibilities

The Assistant Residence Life Coordinator will work with and support the Residence Life Coordinators to implement a safe, secure, and learner-centered environment in an area of 500-800 residents. Additionally, Assistant Residence Life Coordinators will help Residence Life Coordinators oversee academic support, staff supervision, facilities management, student conduct, crisis intervention, and social justice education, while conducting their work in a student-centered manner. Assistant Residence Life Coordinators will also serve as a co-advisor to Hall Council of their assigned community and will plan and implement ongoing training for the Resident Assistant staff.

The position requires 20 hours a week and frequent and meaningful interactions with students in a variety of settings.

Framed by the values of Student Affairs, the major responsibilities of an Assistant Residence Life Coordinator at USF include:

Supervision
- Assist the Residence Life Coordinator in the supervision of resident assistants and support staff in the area of assigned responsibility
- Serve a supporting role in the recruitment, selection, training, and evaluation of all staff members

Community Development
- Ensure that all residents feel included and welcomed by overseeing and being invested in academic, community, and personal programs in collaboration with other residential life and education staff and/or university departments
- Serve as a role model to student staff and residents by having intentional, educational conversations
- Assist the Residence Life Coordinator in creating meaningful programming that promotes social justice and multicultural competence while assisting students in their exploration of personal identity in a global society

Customer Service
- Respond to concerns and issues of students, parents, staff, and others in a manner that provides exceptional service, accurate information, and fosters relationship-building
- Assist the Residence Life Coordinator in the management of all operational aspects of the assigned community, including reporting concerns to appropriate facilities and operations staff, damage billing, opening and closing, occupancy management, and conducting regular safety drills and inspections

Crisis Preparedness
- Be knowledgeable of departmental and university protocol and resources, prepare staff and students for potential crisis situations, and address concerns in area

Crisis Management
- Serve as a primary emergency response person for an on-campus community up to 5600 residents
- Participate in an on-call rotation throughout the academic year
- Provide basic counseling and crisis management interventions with students while educating and referring students to the campus resources available to enhance their collegiate experience
- Be an educator to student staff to be able to manage low-level referral situations
Student Conduct
- Uphold and advocate the USF Commitment to Honor, Code of Conduct, and Housing Policies by serving as an initial review hearing officer, adjudicating conduct cases and administering educational sanctions

Professional Development
- Opportunity to serve on a departmental committee and/or task force, including but not limited to staff selection, recruitment, and training; option to serve on university-wide committees

Advising
- Provide regular interaction that challenges and supports students as they explore and take ownership of their individual growth and development
- Assist the Residence Life Coordinator in advising the building/area council

Academic Initiatives/Living Learning Communities
- Work with Residence Life Coordinator to develop intentional student interactions and programming focused on the curricular experience, including implementing a residential curriculum that seeks to create a meaningful residential experience; mentoring at-risk first year students living on-campus
- Provide support to Living Learning Communities and Academic Initiatives as outlined by the department

Compensation
The Assistant Residence Life Coordinator is a live-in position that receives a competitive stipend of approximately $12,000 per 12 months and a tuition waiver for up to nine (9) graduate credit hours per semester (not including fees) and partial reimbursement for Student Health Insurance policy premium. In addition, the Assistant Residence Life Coordinator compensation includes an on-campus furnished apartment with utilities, cable, and a meal plan.

USF is an Affirmative Action, Equal Opportunity, Equal Access Institution committed to diversity.