



Student Housing and Hospitality Services

JOB DESCRIPTION

Residence Coordinator
Student Leadership 2015-2016

RESIDENCE LIFE MISSION

To provide a safe and secure living and learning environment where residents have access to educational opportunities and related co-curricular programs that promote personal growth and academic success.

JOB SUMMARY

Under the direction of the Residence Life Manager (RLM), the Residence Coordinator supports the RLM in the planning, implementation and evaluation of a comprehensive Residence Life program in a traditional-style university residence area that houses undergraduate students (primarily first-year students). Residence Coordinators are part-time student interns responsible for individual student development, supervision of residence advisors, and student group advising/development (residence councils and residence committees).

ORGANIZATIONAL STATUS

- Reports to the Residence Life Manager and assists the RLM with direct supervision of six to nine residence advisors.
- Acts as an advisor on residence projects and advises house councils and residence committees.
- Works in co-operation with housekeeping and administrative staff.

WORK PERFORMED – BASIC DUTIES AND RESPONSIBILITIES

STAFF SUPERVISION

- Assist the RLM with direct supervision of six to nine residence advisors.
- Meet with residence advisors individually on a regular basis and conduct performance reviews.
- Lead weekly staff meetings.
- Review weekly log reports from residence advisors and provide feedback.
- Advise residence committees comprised of residence advisors and residents.
- Submit weekly reports and discuss reports with the RLM during weekly meetings.
- Review incident reports.
- Participate in recruitment and selection of residence advisors.
- Share nightly coverage of assigned house(s) and residence area on-call responsibilities with other residence coordinators.
- Maintain an open door practice for residence advisors when in apartment/staff office and be visible regularly on house floors and in the residence dining room.

PROGRAMMING

- Coordinate residence programming in assigned house(s).
- Assist residence advisors with programming and activity plans.
- Review program proposals and evaluations.
- Manage program budgets for assigned house(s).
- Attend house and residence-wide programs and events.

ADVISING AND PROJECT DEVELOPMENT

- Encourage and support joint initiatives and collaboration between the house council, residence committees, and residence advisors through support, guidance and leadership assistance.
- Advise committees, attend and coordinate committee meetings, and assist/attend related programs and events.
- Coordinate and attend council meetings regularly and meet with executive members weekly.
- Assist and advise house council with program/activity plans.
- Attend house programs and activities.
- Develop rapport and maintain contact with floor representatives.

INDIVIDUAL STUDENT DEVELOPMENT AND CONTACT

- Be regularly visible in the residence dining room and on all floors in the assigned house(s).
- Be available to residents and staff during regularly scheduled daily “drop-in” outreach hours and provide outreach hours to residents in assigned houses.
- Maintain informal contact with students about academic progress, strategies, and resources.
- Assist students with personal concerns and make appropriate referrals.
- Mediate and arbitrate resident conflicts as required.
- Educate residents about community living rights and responsibilities.
- When residence standards are violated: respond, investigate, and document in a timely fashion.

ADMINISTRATIVE AND OTHER RELATED DUTIES

- Be familiar with the policies and procedures of Student Housing and Hospitality Services as outlined in the Residence Advisors’ Manual, Residence Contract and other departmental publications.
- Maintain liaisons with resources including:
 - Building Services Manager and building housekeeping staff
 - Residence Front Desk Service Coordinator and residence service representatives
 - Residence dining operations staff
- Conduct regular building tours.
- Attend staff training and professional development activities.
- Attend and participate in orientation/training for residence coordinators.
- Provide assistance in reviewing assessments.
- Complete verbal and written reports promptly.
- Maintain records and written documentation pertinent to job responsibilities.
- Provide regular administrative assistance in the RLM office and Programme Resource Centre.
- Perform other duties as assigned.

SUPERVISION RECEIVED

The Residence Coordinator reports to and is supervised by the Residence Life Manager. Verbal contact is expected on a daily basis. Weekly staff and one-on-one meetings with the RLM are expected. Weekly written reports are expected. Decisions involving assigned staff are to be communicated to the RLM, and are often made in consultation with her/him.

SUPERVISION GIVEN

Under the direction of the RLM, the Residence Coordinator supervises residence advisors. Supervision involves coaching, evaluating progress, and addressing staff concerns in consultation with the RLM. Verbal contact is expected on a regular and frequent basis. Weekly staff meetings and one-on-one meetings with assigned staff are expected.

WORKING CONDITIONS

The Residence Coordinator is required to live in a staff apartment/office in the residence assigned, participate in a residence meal plan and be regularly visible in the residence dining room (during the academic year). The Residence Coordinator must participate in shared on-call rotation, carry a cell phone, and frequently respond to situations at any time of day and night. The job requires moderate physical effort

when responding to emergencies. Attendance at evening and weekend meetings, programs and functions is required. Work has sessional peaks and an annual cycle. Personal privacy is limited.

CONDITIONS OF EMPLOYMENT

1. The Residence Coordinator must be a registered UBC student, enrolled in a minimum of three credits (one course) per term, six per winter session, and a maximum of six credits (two courses) per term, 12 per winter session (four courses).
2. The Residence Coordinator must maintain an academic standing of 65% or have completed a degree at a post-secondary institution.
3. Due to the formal and informal demands of the position, involvement in another activity, which requires a sizeable time commitment (an additional class, extra-curricular participation in a club/group/association, volunteer work, etc.) is permitted only after advance discussion with the RLM and written authorization from the Assistant Director of Residence Life.
4. If the Residence Coordinator is required by an academic program to participate in field experience requiring a significant time commitment during the proposed term of employment, this must be discussed with the RLM and written authorization received from the Assistant Director of Residence Life prior to accepting the Residence Coordinator position.
5. The Residence Coordinator must be available between 11 a.m. and 1 p.m. every Monday of the employment term.
6. Participation in a residence meal plan from September to April is required.
7. Participation in shared RC-on-call rotation seven days a week is required.
8. Participation in shared coverage of assigned house(s) is required. 50% of Residence Coordinators must be "in" and available every night.
9. Weekends or other extended leave time away from residence must be authorized by the RLM and arranged with other Residence Coordinators to ensure adequate coverage.
10. The Residence Coordinator is not permitted to share staff apartment/office with another person, unless prior written authorization is obtained from the Director of Residence Life and Administration.
11. Completed criminal record check is required.

TERM OF APPOINTMENT

August 7, 2015 to May 8, 2016.

The Residence Coordinator position is live-in during the term of the appointment.

RENUMERATION

-\$16,000 for the term of the appointment.

-Minimum meal plan for the academic year (September to April).

-Furnished one-bedroom apartment/office at a staff rate of \$745/month, including Internet, cable, utilities and an office phone line.

-Financial support toward Residence Life conference attendance (ie., NWACUHO, OACUHO).

-May continue to live in staff apartment/office at a staff rate through the summer if invited to continue employment as the Residence Coordinator for another contract term.

-Must vacate residence by May 10, 2016 if not continuing as the Residence Coordinator, unless the RLM has authorized alternate arrangements. Summer employment elsewhere in Student Housing and Hospitality Services may be available.

Revised November 2014