



UNIVERSITY OF  
NORTHERN COLORADO

Housing & Residential Education

## **ASSISTANT RESIDENTIAL COORDINATOR POSITION DESCRIPTION ACADEMIC YEAR 2025-2026**

**POSITION TITLE:** Assistant Residential Coordinator (ARC) 2025-2026

**SUPERVISOR TITLE:** Residential Coordinator

### **POSITION OVERVIEW:**

The Office of Housing & Residential Education (HRE) at UNC is committed to the education and development of student potential, both academically and personally, within an inclusive learning community that emphasizes the connection, support, diversity, and collaboration that makes it possible for the individual to succeed in their collegiate pursuits. The Assistant Residential Coordinator (ARC) position is a live-on position (requires you to live in assigned community) that provides crisis and on call duty response and supports either the programmatic efforts and campus connections facilitated through the Community Engagement Center or the administrative processes within a Residential Community.

### **POSITION EXPECTATIONS:**

There will be one ARC per community, each having a responsibility for community engagement and administrative support. See below for more details:

#### **Community Engagement**

- Each ARC will have either community-wide REM expectations or an individualized residential community with typical REM expectations. These are dependent on community placement and are determined by supervisors of these specific communities.
- Creatively plan engagement opportunities for students to develop a sense of community in their building/area.
- Work to build relationships and collaborate with campus partners bringing campus services directly into the residence halls.
- Purchase event supplies as necessary and reconcile purchasing card.
- Maintain an accurate budget of expenses.
- Facilitate programming for students (often on evenings and weekends).
- Create an environment where all students, regardless of ability, age, class/socioeconomic status, gender expression, gender identity, immigration status, nationality, race/ethnicity, religion/world views, romantic or sexual attraction, size or other identity can learn and be engaged in the life of the University through interpersonal connections, campus events/organizations, and leadership opportunities.

- Support institutional programming including the Coach in Residence (CIR) and Faculty in Residence (FIR) program.
- Staff are expected to participate in their assigned community duty rotation at the same level as other entry-level student staff
- Staff are expected to respond to highly sensitive situations that can range from, but not limited to university policy violations, physical injury, emergency maintenance issues and mental health and identity related support. This also entails all residential staff actively maintaining the privacy and safety of all students. This includes (but is not limited to): mandatory reporting, appropriate and professional usage of key access, and strict adherence to FERPA/HIPAA regulations.
- Uphold and enforce all University and Housing & Residential Education policies, utilizing appropriate campus reporting structures.
- Learning and implementing departmental crisis response protocols as they relate to supporting residential students of all identities. These can include, but are not limited to: mental health, suicidal ideation, self-injurious behavior, sexual assault, interpersonal violence, conflict resolution, bias motivated incidents, and physical harm.

### **Administration and Operations**

- Assist professional staff with administrative tasks, which can include contacting students, creating administrative documents & processes, scheduling meetings, gathering student data, taking inventory, and maintaining open and accessible communication with students and student staff.
- Assisting professional staff when necessary, coordinating the administrative processes of room moves, by managing waitlists, communicating with residents, managing card and/or key inventories, tracking paperwork, and prepping the community desk staff.
- Keep professional staff informed of progress and issues regarding assigned tasks.
- Support the Housing and Residential Education office with administrative and desk staffing coordination/support when needed.
- Work with the professional staff to ensure the proper handling of all mail, including logging all packages, delivering all letter mail, completing routine mailroom audits, and assisting with solving lettered and package mail issues that arise.
- Manage the WhenToWork scheduling system, such as: scheduling shifts, approving/denying/managing all desk trades, and facilitating communication between staff to ensure all shifts are covered and staff members are meeting their contractual requirements with support from professional staff.
- Accurately monitor all shift tasks associated with the desk.
- Communicate regularly with the professional staff regarding any issues or concerns regarding the desk.
- Serve as the point person for all desk related questions from desk staff.
- Submit and follow up on IT related work requests related to the proper functioning of the desk.
- In conjunction with professional staff guidance, maintain and administer accountability reports and follow up with desk staff as needed.
- Purchase supplies for programming and reconcile purchasing card.
- Maintain an accurate budget of expenses.
- Create an environment where all students, regardless of ability, age, class/socioeconomic status, gender expression, gender identity, immigration status, nationality, race/ethnicity,

religion/world views, romantic or sexual attraction, size or other identity can learn and be engaged in the life of the institution through personal connection, campus events/organizations and leadership opportunities.

- Support HRE and University programming and the programming of the Coach in Residence (CIR) and Faculty in Residence (FIR).

### **General Expectations**

- Maintain 10 office hours per week
- Attend community staff meetings (Tuesday evenings from 7:00PM-9:00PM) and additional meetings:
  - Attend 1:1 weekly/bi-weekly meetings with supervisor (30/60 minutes per week/every other week)
  - Conduct 1:1s weekly/bi-weekly with RAs in community (30/60 minutes per week/every other week)
  - Attend Monthly In-Service trainings
  - Lead Desk Staff Meetings, as needed
  - Attend RHA/NRHH meetings two times per semester
  - Attend Housing and Residential Education Meetings, as needed
- Respect others and maintain a positive attitude when interacting with whose views and attitudes may differ, including modeling practices of social justice, equity, and inclusion.
- Develop and maintain effective working relationships with HRE personnel, students, and other relevant stakeholders.
- Demonstrate effective and appropriate written, listening, and oral communication skills.
- Demonstrate quality decision making and evaluative skills.
- Project a positive attitude toward the position, department, and institution.
- Uphold all policies outlined in the Housing & Residential Education Handbook, Dean of Students Code of Conduct, and/or Federal and State laws.
- Role model good academic practices.
- Complete all administratively assigned tasks thoroughly, accurately, and on time as per Residential Coordinator expectations.

### **Learning Outcomes**

As a result of successful completion of the Assistant Residential Coordinator role, the student staff member will:

- Communicate department protocol and operations.
- Establish clear and effective communication skills in a leadership role.
- Exercise discretion and independent judgement within the framework of policies and procedures.
- Establish time management and prioritization skills with administrative workload.

**Other duties not listed here may be assigned by the community supervisor or other departmental professionals. Staff members are responsible for the successful performance of the job responsibilities outlined above as well as any other duties as assigned**

### **Conditions of Employment:**

- Previous experience working in Housing and Residential Education (2 semesters as a Resident Assistant or Community Assistant and/or summer work as a Housing Assistant or Community Assistant).
- Live on campus and be sufficiently available to work at unscheduled times.
- Maintain full-time UNC student status (undergraduate or graduate). They must carry and complete 12-16 (undergraduate), 9-12 (graduate) credit hours per semester.
- Due to the demands of the ARC position, permission will be required for any significant commitments outside of their HRE roll (including but not limited to):
  - Taking credit hours in excess of 16 for undergraduates, and 12 for graduate students.
  - Jobs outside of HRE. ARCs may work 10 hours outside of this role if the additional job does not interfere with this role's responsibilities.
  - Any extra-curricular involvement – Clubs, organizations, groups, athletics, etc. that would require substantial time commitments outside of the role.
  - Additional commitments required for academic purposes – student teaching, internships, etc.
  - All time away requests resulting in absence from position. responsibilities listed above Including but not limited to vacations, weekends away, departure for breaks, commitments that overlap with training, etc.
  - **Written permission must be submitted to their direct supervisor for approval. Their supervisor and/or HRE may approve or deny these requests**
- ARCs must be able to commit to a full academic year of employment (July 2025-May 2026).
- ARCs may not be engaged in Student Teaching or Internship Program that is 40 hours/week or more during the term of their employment.
- ARC's are required to have and maintain a 2.0 cumulative GPA at time of employment and throughout the duration of their position. If the GPA requirements are not met, ARCs will be placed on probation or terminated.
- Maintain good conduct standing with UNC and the Dean of Students Office and the Office of Institutional Equity and Compliance.
- Submit ongoing feedback and evaluations throughout the course of employment with HRE. Current and future employment may be determined by evaluations and official job action documentation.
- Staff members in this role are required to perform the following functions with or without reasonable accommodation:
  - Establish and maintain communication and collaborative relationships with students, their team, and other campus partners such as University of Northern Colorado Police.
  - Prepare written documents and complete forms.
  - Read and prepare reports.
  - Gather and compile data and information.
  - Respond to and manage emergencies.
  - Issue equipment.
  - Monitor security of residence hall facilities, including visual identification of residents and guests.
  - Ascend and descend multiple flights of stairs.
  - Operate a handheld phone and/or radio.

- Provide support to students experiencing crisis, including mental health crises.
- Staff members in this role are required to meet the following physical demands of the role with or without reasonable accommodation: periodic climbing, balancing, stooping, kneeling, crouching, reaching, handling, fingering, feeling, talking hearing, smelling, depth perception, accommodation, color vision may be needed. Role might involve lifting of furniture/equipment and assisting others (must be able to exert up to 15 lbs. of force to move objects), exposure to temperature fluctuations in travel from building to building and exterior assignments.
- Hall Staff are required to work residence hall openings/closings and be available for the following: the weekend before final exams in the spring and fall semester, Martin Luther King Day, weekends of major athletic finals/competitions (contingent on a local or UNC team be participating), Homecoming weekend, and student staff hiring weekends.
  - Break Periods (Desk/Duty Shifts) – It should not be expected that you will have break periods “off”. Reduced coverage will be required during Fall Break, Winter Break, and Spring Break. It is required that desk and duty shifts are covered during these times and therefore staff should expect to work during break period times. Information will be sent out closer to each of the break periods regarding staffing signup for dates/shifts.
  - Training Dates (these dates are subject to change). These are the dates you are expected to return to campus:
    - Summer Training: July 28, 2025-August 20, 2025.
      - Move-in beginning July 26<sup>th</sup>, 2025
    - Winter Training: January 5<sup>th</sup>, 2026 – January 9<sup>th</sup>, 2026
    - Monthly In-Service Trainings
  - Start Date is July 28<sup>th</sup>, 2025, at 8:00am and end date is May 13<sup>th</sup>, 2025, at 5:00pm.

## **COMPENSATION**

Compensation for each ARC includes placement in a single room within an assigned community (which could include sharing a bathroom within a suite); meal plan; and a stipend.

**Staff must maintain the compensation provided as listed above and may not alter the meal plan provided.**

**Financial aid packages may be reduced while employed in this position. It is important to check with the Office of Financial Aid to see how this position may affect financial aid packages. In the event of resignation or termination from this position, compensation – including room and board – will cease on the effective day of termination according to a pro-rated schedule.**