

Binghamton University – Residential Life

Assistant Residential Coordinator/Assistant Community Director

Residential Life serves the needs of 7,000+ residents through a system of six residential colleges. We strive to support the academic mission of the University by providing residents with a living-learning experience through our collegiate structure. We are strongly committed to the celebration of diversity and actively seek staff members who can serve as role models and have the ability to work with a widely diverse student population.

Description

Residential Life is seeking multiple graduate students to fill Assistant Residential Coordinator/Assistant Community Director positions. As a live-in staff member, the ARC/ACD will support Residential Life's vision to challenge and support our students' holistic development. Work closely with 4-10 professionals in residential area to build community and meet area goals. Anticipated educational outcomes include direct experience in a thriving collegiate structure; developing supervision and advising skills, and assisting students in their academic and personal development.

Students must be accepted into a Binghamton University Graduate program for the 2019-2020 academic year, with preference given to those enrolled in Student Affairs Administration.

Duties and Responsibilities

- Assist the full-time Resident Director/Community Director in the management of a residential community.
- Assist in the supervision of 12 - 19 Resident Assistants (RAs) which include 1:1 meetings with RAs and the facilitation of staff meetings.
- Develop activities emphasizing leadership and community development.
- Promote diversity through role modeling, challenging others, and emphasizing respect.
- Connect residents to campus resources while supporting them during personal stressors.
- Provide follow up conversations with students regarding concerning behavior or policy violations.
- Take a leadership role in the area as directed by the Resident Director or Assistant/Area Director.
- Establish and maintain office hours.
- Complete administrative tasks as assigned.
- Option to participate on a departmental committee.
- Serve as a resource person to hall/area government.
- Participate in evening and weekend duty rotation within your area.
- Participate in Duty rotation for campus to assist in crisis response.
- Participate in August and January training programs.

Qualifications

- Candidates must have completed a bachelor's degree
- Previous experience in residential life preferred
- Previous experience with supervising and/or advising preferred
- Strong organizational, administrative, communication, leadership, and decision-making skills
- Ability to work autonomously in a team atmosphere

Compensation

The ARC/ACD position offers a board plan and a furnished apartment for the academic year (includes free laundry facilities, free cable, free local and long-distance phone and free high-speed internet) at a value of more than \$10,000. In addition, ARC/ACDs will be paid an hourly rate of \$14.30 per hour for 10 hours/week up to \$5,377.00 for the year. An average of twenty-five hours of work per week is expected. The department's pet policy allows for one pet per apartment. Please note, Binghamton University is a tobacco-free campus.

To Apply

Persons interested should submit the general application on the Student Affairs website, resume, letter of interest summarizing qualifications and relevant experience, and the names and contact information for two (2) professional references to Kandyce Baker in Residential Life at kbaker@binghamton.edu. Please indicate that you are applying for the ARC/ACD position.

- Candidates applying for the ARC/ACD position should already have applied for admission to graduate school. Check with your graduate program for important deadlines. Candidates are responsible for applying to graduate school and completing all requirements for admission, as appointment to an ARC/ACD position is contingent upon acceptance into a degree-granting graduate program at Binghamton University.
- Interviews for the ARC/ACD position are typically scheduled and conditional offers made prior to acceptance into a graduate program.
- ARC/ACDs must maintain a 3.0 grade point average throughout their appointment.

For questions specifically related to this position, email Kandyce Baker at kbaker@binghamton.edu or call (607) 777-4716.