

**Position Description: Assistant Residence Life Coordinator
(ARLC)**

2020-21 Academic Year

As a department, the Office of Residential Life and Learning (ORLL) challenges students to pursue transformative growth by offering mentoring relationships, leadership opportunities and individual attention. Our student staff members and ARLCs are essential personnel who live among our student population in every residential community on campus and play a critical role in the growth, development and safety of our students.

Graduate Residence Life Coordinators (ARLC) are current graduate students (at Tufts or elsewhere) who live in a community of undergraduate residents and assume responsibility for managing the day-to-day operation of their assigned residence halls. This position is an academic year commitment, with ARLCs performing duties while Tufts University is in session. Responsibilities include direct supervision of Resident Advisors (RAs) in shaping an inclusive learning community that supports growth and developing a living experience that emphasizes ownership for a safe and healthy environment for all of its members.

QUALIFICATIONS

- Bachelor's degree
- Enrollment in a graduate degree program (At Tufts, or elsewhere)
- Flexibility, approachability, and enthusiasm
- Experience or interest in Residential Life/Student Affairs
- Co-curricular experience in educational settings
- Demonstrated experience with diverse student populations
- Ability to live within assigned apartment full-time
- Availability of 15-20 hours per week, Monday-Friday; weekend work is occasionally required as this is a live-in position
- Superior interpersonal skills
- Must pass criminal background check

JOB EXPECTATIONS & RESPONSIBILITIES

Supporting students

- Provide direct supervision, support, and guidance to a staff of 4-20 RAs
- Organize weekly staff meetings for staff members along with biweekly one on one meetings with each student staff member
- Frequent contact with staff members and residents
- Conduct student staff performance appraisals, and when appropriate, take corrective job action in consultation with supervisor
- Deepen RA learning by planning and facilitating workshops in subject matters of interest
- Participate in RA recruitment, interviewing, selection, and training
- Mediate roommate conflicts and coordinate resolutions in consultation with supervisor
- Oversee the on-call schedule for assigned RA team members

Community Engagement

- Facilitate and support planning and implementation of RA programs
- Work with supervisor to assess how the quantity and quality of RA programs meet the needs of each community
- Attend residence hall events and programs to build connection with both residents and student staff members
- Collaborate with campus and in-residence partners, including Scholars in Residence and Eco-Reps
- Conduct building and floor meetings in partnership with team members in the Office of Residential Life & Learning during Orientation, semester closing, and/or in response to campus or world events
- Ensure that expectations are set within the community that are aligned with residential policies and University Code of Conduct
- Encourage residents to take ownership of their community

Resource and Referral

- Represent ORLL in a professional manner; ensure that your guests do not cause disruption or adversely affect the learning and living environment at Tufts
- Refer students to campus partners and resources
- Provide information about University Code of Conduct and Student Handbook in partnership with the Assistant Director of Residential Education
- Monitor and report concerns to supervisor and/or ORLL Central Staff on Call

Housing Operations and Administrative Responsibilities

- Support the opening and closing processes in your respective area in collaboration with the Assistant Director for Residential Operations and other ORLL Central Staff members
- Discuss and address maintenance and facilities issues as they arise; ensure that RA staff are also proactively addressing facilities issues
- Support Health and Safety Inspections with RA staff
- Serve on ORLL committees or workgroups as assigned

TIME COMMITMENT

- Attend all staff trainings and meetings, beginning the week of July 27, 2019.
- Dedicate 15- 20 hours per week to ARLC role
- Meet weekly with supervisor
- Serve in the live-on on-call rotation, including some shifts during Thanksgiving recess, Winter Break & Spring Break. NOTE: coverage will be needed during winter recess.
- Return to campus before the beginning of each term (July 27, 2019 and January 11, 2020) and stay until after the end of each term (December 23, 2019 and May 25, 2020)

REMUNERATION

- Assignment to an unfurnished apartment within a residence hall
- On-campus parking permit if needed
- Local phone, internet, and cable television service
- Summer work assignments (10-15 hours per week) negotiable in exchange for summer housing

ADDITIONAL INFORMATION

The ARLC position is an important live-in resource for undergraduate students in-residence. As a result, ARLCs can expect other duties to surface in service to a diverse, residential student population.

- Pets are not allowed, except fish in a maximum 10-gallon tank
- GRLCs may not date or have an intimate relationship with a current Tufts University undergraduate student
- Live-in partner allowed after successfully completing a background check

STATEMENT OF ETHICAL STANDARDS

(Adapted from New York University Office of Residential Life and Housing Services)

Student staff members are required to respect the personal integrity of all residents and assure they be treated in a manner that is fundamentally fair. Staff should refrain from engaging in any behaviors, attitudes, relationships, or actions that:

- would impinge on a resident's or another staff member's dignity, moral code, privacy, self-worth, and academic, physical, psychological, and/or emotional well-being;
- would seek unjustified personal gains, unfair advantage, unearned goods or services;
- would be considered harassment on the basis of gender, race, sex, sexual orientation, religion, creed, nationality and/or mental disability.

Interested applicants should send a cover letter, resume, and contact information of one professional reference to Nadia.Vargas@tufts.edu, with "ARLC Application – [Last Name]" as the subject.