Overview & General Purpose

The Assistant Residential Education Coordinator (AREC) position is a 12-month live-in, graduate assistant staff position within Housing & Residential Education (HRE) and the Student Affairs Division at the University of Utah. The AREC reports to and assists the Residential Education Coordinator (REC) in providing leadership and coordination of a comprehensive student-focused program for a residential community of one to ten buildings housing 120 to 800 students. The AREC has direct supervision of a staff consisting of 7-12 Student Leaders and is part of the crisis response team serving on duty for the housing system.

The AREC is also responsible for coordinating and providing leadership within collateral processes including Student Leader selection, training, assessment, recognition, advising (Residence Hall Association), and diversity initiatives.

Housing & Residential Education’s Diversity Recruitment Statement: Housing & Residential Education and the University of Utah value interactions among individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, and racial/ethnic origins. We strongly encourage applications from candidates who will share and explore this value with the team and with our residents.

Primary Responsibilities

Supervision

- Select, train, supervise, and evaluate a staff of up to 7-12 Student Leaders.
- Manage a programming budget for your assigned area.
- Oversee the implementation of community initiatives in accordance with HRE’s Residential Curriculum Model.
- Assist Student Leaders in their personal growth and professional development.
- Conduct weekly meetings with staff members to develop and review goals, discuss issues, recognize contributions, and provide/solicit feedback.
- Present to student leaders during fall, spring, and ongoing trainings.
- Educate staff and students in respecting and understanding cultural differences through the utilization of campus resources and the attendance of social justice programming.

Administrative

- Maintain 25 work hours per week. Hours should be posted and consistently maintained each semester.
- Attend various meetings on a weekly/biweekly basis including, but not limited to: Residential Education staff meetings, professional development lunches, area staff meetings, committee meetings, and weekly meetings with students and supervisors.
- Utilize effective communication, planning, scheduling and organizational skills as they relate to job responsibilities.
- Assist the REC in supervising day-to-day operations of a residential area or a functional area community (i.e. first year experience, apartments/upper-division, honors, or living learning community housing).
- Assist the REC in opening and closing the residence halls at the beginning and end of the academic year, and during periods of academic recess.
- Work cooperatively with Administrative Services and Facilities in matters related to hall maintenance, custodial, room assignments, roommate conflicts, verification of occupancy and hall/room damage issues.
- Integrate social justice into the development of programs, practices, policies, and processes.
Conduct Hearing Officer
- Serve as a conduct hearing officer by administering hearings, investigating alleged incidents, and determining outcomes in consultation with REC.
- Serve as a resource and referral agent for students and staff.
- Maintain a working knowledge of the University of Utah and Housing & Residential Education conduct process.
- Interpret and enforce all HRE and University policies and regulations in a consistent and thorough manner.

Emergency Response/Duty
- Participate in a 24/7 on-call duty rotation that responds to all HRE facilities, including both academic and break periods.
- Adhere to departmental protocol to respond to crisis or emergency situations which includes providing guidance to student leader staff and students.
- Provide appropriate post-crisis referrals and follow-up with students and staff.
- Communicate with REC on call to disseminate incident details and follow up with appropriate documentation.

Advising Skills
- Advise one Residence Hall Association (RHA) Committee (Programming, Social Justice, Honors, Marketing, Student Leader Council, First Year, and Sustainability) or National Residence Hall Honorary for at least one year.
- Assist RHA in planning and implementing educational, cultural and social activities.
- Demonstrate support by attending RHA, Social Justice Advocate (SJA), and Programming Assistant (PA) Events.
- Attend RHA retreat and/or training in the fall.

Professional Development
- Participate in professional development opportunities sponsored by HRE, the University of Utah, and the Department of Student Affairs including Utah NASPA, Student Affairs Diversity Seminar Series, and annual retreat.
- Utilize professional development funds to attend conferences (regional or national), purchase books and other professional development aids in accordance with a completed professional development plan.
- Serve as a member of at least two committees such as student leader training & selection, Residential Education selection, Student Affairs outreach with departments, and/or work groups.
- Maintain knowledge and educate self in areas of diversity/social justice.

AVAILABILITY
- The AREC is a part time, 25 hours per week, live-in staff member. Hours worked include office hours as well as some nights and weekends.
- The AREC will be required to be available during a portion of break periods to assist with closing procedures and duty responsibilities.
- **Essential Personnel** - This position is considered to be an essential personnel position for the department and as such, must be accessible and available in the event of emergencies or when needed to meet the ongoing missions of the University

QUALIFICATIONS
- Bachelor's degree.
- Must be enrolled in the University of Utah Master's or Ed.D/Ph.D. level program for Educational Leadership and Policy.
- Must have at least one-year previous experience in student housing, programming, student activities, or related fields.
- Demonstrated commitment to fostering engagement among students and staff on issues of diversity and social justice.
- Ability to establish and maintain effective and collaborative supervisory and collegial working relationships.
- Ability to multi-task and remain organized in a high energy, fast paced department.
- Must have experience relating to, recognizing, documenting and addressing student behavior.
- Must have experience with training/programming for others.
- Demonstrated effective communication abilities both verbal and written.
- Previous supervision experience is preferred but not expected.
COMPENSATION

- A furnished one or two-bedroom apartment which includes all utilities, internet, local phone, and cable television.
- Annual Salary estimated at $19,345.00 starting on July 5, 2016.
- Partial cell phone compensation.
- Partial moving expense coverage.
- $1,200 in professional development funds.
- Full tuition waiver.
- Meal plan when in session.
- Choice to enroll in student health insurance plan.

At the University of Utah, we believe that our staff should feel at home while living on campus. In reflecting this philosophy, our department adheres to an inclusive partner policy, which allows for partners, family, roommates, etc., to live with staff if they so choose. We also allow pets (cats, dogs, fish, birds, etc.) as per Housing & Residential Education pet policy.

Background Check
A successful background check is required before a formal offer of employment can be made for this position.

University of Utah Nondiscrimination and Disability Access Statement
The University of Utah is an Affirmative Action/Equal Opportunity employer and is committed to diversity in its workforce. In compliance with applicable federal and state laws, University of Utah policy of equal employment opportunity prohibits discrimination on the basis of race or ethnicity, religion, color, national origin, sex, age, sexual orientation, gender identity/expression, veteran's status, status as a qualified person with a disability, or genetic information. Individuals from historically underrepresented groups, such as minorities, women, qualified persons with disabilities, and protected veterans are strongly encouraged to apply. Veterans' preference is extended to qualified applicants, upon request and consistent with University policy and Utah state law.

To inquire about this posting, email: employment@utah.edu or call 801-581-2300. Reasonable accommodations in the application process will be provided to qualified individuals with disabilities. To request an accommodation or for further information about University AA/EO policies, please contact the Office of Equal Opportunity and Affirmative Action, 201 S. Presidents Cr., Rm 135, (801) 581-8365 (V/TDD), email: oeo@umail.utah.edu.

More information about how to apply for this position can be found at: www.housing.utah.edu/life/employment
Questions regarding this assistantship should be directed to:
Rachel Aho, Assistant Director for Residential Education
raho@housing.utah.edu 801-587-0860