Residency Coordinator

Qualifications

• Leadership potential as shown through past experiences.
• Strong interpersonal, critical-thinking and communications skills.
• Applicants must be in good academic standing and must not have any current judicial sanctions.
• Applicants cannot hold a full-time position elsewhere or full-time internships.
• Preferably be at least a junior, senior, or graduate student.
• Previous facility and supervisory experience preferred.

Responsibilities

• Provide front desk coverage on a rotating schedule with (4) other RCs. Coverage is required 7 days per week.
• Required schedule o Monday-Friday 4:00pm-11:00pm + onsite overnight on call coverage after desk closes. o 7:00am-8:30am the following day after a scheduled 4:00pm-11:00pm shift.
  o Weekend Coverage: Saturday & Sunday 8:00am-4:00pm and 3:00pm-11:00pm shifts
  • Saturdays also include a Swing Shift from 1:00pm-9:00pm
• Front desk duties include checking guests in and out, responding to guest inquiries or complaints, transacting purchases made in convenience stores, tallying out daily transactions.
• Responding to emergency facility or guests’ situations.
• Assisting Conference Services, when necessary, i.e.: set-ups, food set-ups, technical help.
• Resolving any guest or conference issues after supervisor staff has gone home.

Remuneration

• Private room in a shared gender-neutral apartment in Starkey Apartments.
• 75 block meal plan per semester for Fall & Spring; Summer employment receives an hourly rate and a FREE room.
• As per Federal guidelines, RC remuneration is calculated in the financial aid package. If you receive financial aid, please contact a Financial Aid officer to learn of the effect of the RC position on your aid package.

Interested candidates should forward their resume and upcoming academic schedule to Janet O’Beirne at jcc6@docs.rutgers.edu. We are always accepting applications.