



## Residence 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 (5) other RCs. Coverage is required 7 days per week.
- Required schedule
  - Monday-Friday 4:00p-11:00p + onsite overnight on call coverage after desk closes.
  - 7:00a-8:30a the following day after a scheduled 4:00p-11:00p shift.
  - Weekend Coverage: Saturday & Sunday 8:00a-4:00p and 3:00p-11:00p shifts
    - Saturdays also include a Swing Shift from 1:00p-9:00p
- Front desk duties include checking guests in and out, responding to guest inquiries or complaints, transacting purchases made in convenience store, tallying out daily transactions.
- Responding to emergency facility or guests situations.
- Assisting Conference Services when necessary, ie: 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.
  - Summer employment includes an hourly rate and a FREE room.
- As per Federal guidelines, RC remuneration is calculated into 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 Jay Padilla-Coley at [jp2046@docs.rutgers.edu](mailto:jp2046@docs.rutgers.edu). We are always accepting applications.