



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 (4) 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 4:00p-11:00p shifts
- 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 apartment (Location TBA).
- 75 block meal plan per academic semester. (Summer schedule = hourly compensation)
- 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 Deana Pagnozzi at jpcoley@docs.rutgers.edu. We are always accepting applications.