



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: 4:00-11:00p; overnight on call coverage and 7:00am-8:30a the following day. Weekend coverage includes 8:00am-4:00p desk coverage on Saturdays and Sundays.
- 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 in the Starkey apartments.
- Stipend posted to students' Knight Express account; \$2000 per semester (\$1500 for summer)

Interested candidates should forward their resume and upcoming schedule to Deana Pagnozzi at dpagnozzi@docs.rutgers.edu. We are always accepting applications.