Residence Coordinator (RC)

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 sophomore, 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
  - One Monday-Friday 4:00p-11:00p shift which includes 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 1:00pm-9:00pm; varying and scheduled on a rotating basis.
- 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 the Starkey Apartments.
- 75 block meal plan per semester for the Fall and Spring semester; competitive hourly rate for Summer only.
- 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 dpagnozzi@docs.rutgers.edu. We are always accepting applications.
**Sample Schedule**

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**February**

- Shifts in **RED** require overnight coverage at the Info Desk, closes at 11pm. **PLUS** you will be required to open our front desk the following morning and staff from 7a-8:30a.

- This is a *sample* schedule and outlines the average time commitment required for this role. Approximately 38 shifts per semester/7 per month.

- **Saturday Swing Shift** is an extra shift that is only kept on the schedule as needed.