



## **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](mailto:dpagnozzi@docs.rutgers.edu). We are always accepting applications.

**Sample Schedule**

# FEBRUARY

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

SUN	MON	TUE	WED	THU	FRI	SAT
				1 4-11pm	2	3
<p>This is a <b>sample</b> schedule and outlines the average time commitment required for this role. Approximately <b>38</b> shifts per semester/<b>9</b> per month</p>						
4 3-11pm	5	6	7	8 4-11pm	9	10
11 8am-4am	12	13	14	15 4-11pm	16	17 1-9pm
18	19	20	21	22 4-11pm	23	24 3-11pm
25	26	27	28	29 4-11pm	<p><b>Saturday Swing Shift</b> – is an extra shift that is only kept on the schedule as needed.</p>	