

Binghamton University - Residential Life

Assistant Residential Coordinator

Residential Life serves the needs of 7,500+ residents through a system of six residential colleges. We strive to support the academic mission of the University by providing residents with a living-learning experience through our collegiate structure. We are strongly committed to the celebration of diversity and actively seek staff members who can serve as role models and have the ability to work with a widely diverse student population.

Description

Residential Life is seeking graduate students to fill the Assistant Residential Coordinator (ARC) position. As a live-in staff member, the ARCs will support Residential Life's vision to challenge and support our students' holistic development. ARCs work in the Apartments Community (Hillside and Susquehanna), facilitate engagement opportunities for Apartments Community residents, assist with supervision of Apartments Assistant (ApA) undergraduate staff, and provide operational support for Apartments Community functions. Anticipated educational outcomes include direct experience in a thriving collegiate structure, developing supervision and advising skills, and assisting students in their academic and personal development.

ARCs are directly supervised by an Apartments Coordinator (AC), receive second-line supervision from the Assistant Director for the Apartments Community, and work closely with Apartments Community and Residential Life professional staff. ARCs assist ACs with supervision of the ApA staff.

Students must be accepted into a Binghamton University Graduate program for the academic year, with preference given to those enrolled in Higher Education and Student Affairs.

Duties and Responsibilities

- Assist the full-time live-in staff members and Faculty-in-Residence in the management of a residential community
- Develop identity as an educator by engaging in regular professional development. Seek opportunities to grow and learn more about the field of student affairs, residential education, and the residential experience as a core component of the role
- Develop activities emphasizing leadership and community development through the lens of Bearcat Living: Growth, Community, and Independence
- Promote diversity, equity, and inclusion through participation in on-going training to grow skills of role modeling, challenging others, and emphasizing respect while addressing bias-related incidents
- Assist with supervision of live-in student staff members
- Connect residents to campus resources while supporting them during personal stressors
- Provide follow-up conversations with students regarding concerning behavior or policy violations
- Take a leadership role in the area as directed by area leadership
- Establish and maintain office hours
- Complete administrative tasks as assigned
- Participate on departmental committees or functional areas
- Serve as a resource and advisor to the Apartments hall/area government
- Participate in duty rotation for campus to assist in after business hours response
- Participate in all major departmental processes including but not limited to: bi-annual

professional staff and student staff trainings, residence hall opening and closing, Student Staff Selection, RD Selection, in-services, professional development meetings, etc.

Qualifications

- Must be enrolled as a full-time student in a Binghamton University graduate program for the duration of the academic year
- Candidates must have completed a bachelor's degree
- Strong organizational, administrative, communication, leadership, and decision-making skills
- Ability to work autonomously in a team atmosphere
- Previous experience in residential life and/or involvement in undergraduate student leadership preferred
- Previous experience with supervising and/or advising preferred
- Residential Life Graduate Staff should maintain a 3.0 grade point average throughout their appointment

Compensation

This position offers a board plan and a furnished apartment for the academic year (includes free laundry facilities and utilities) at a value of more than \$13,000. In addition, this position will be paid an hourly rate of \$20/hr for 10 hours/week up to \$7,500 for the year. An average of twenty-five hours of work per week is expected. The Department's Pet Policy allows for one pet per apartment, and we have a Family Residency Policy. Please note, Binghamton University is a tobacco-free campus.

To Apply

Higher Education and Student Affairs candidates will be able to preference positions as part of their acceptance process. Interested candidates not in the HESA program should submit a resume, cover letter, and contact information for three professional references via email to ResLifeJobs@binghamton.edu. Please indicate that you are applying for this position.

Highly qualified applicants will be invited to interview and offers will be made as soon as possible thereafter.

- Candidates applying for this position should already have applied for admission to graduate school. Check with your graduate program for important deadlines. Candidates are responsible for applying to graduate school and completing all requirements for admission, as appointment to a Graduate position is contingent upon acceptance into a degree-granting Graduate program at Binghamton University
- Interviews for this position are typically scheduled and conditional offers made prior to acceptance into a Graduate program.
- Graduate Student Assistants must maintain a 3.0 grade point average throughout their appointment

Equal Opportunity/Affirmative Action Employer

The State University of New York is an Equal Opportunity/Affirmative Action Employer. It is the policy of Binghamton University to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender identity or expression, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational

qualification or other exception.

As required by Title IX and its implementing regulations Binghamton University does not discriminate on the basis of sex in the educational programs and activities which it operates. This requirement extends to employment and admission. Inquiries about sex discrimination may be directed to the University Title IX Coordinator or directly to the Office of Civil Rights (OCR). Contact information for the Title IX Coordinator and OCR, as well as the University's complete Non-Discrimination Notice may be found [here](#).

Binghamton University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact the ADA Coordinator by completing the [Reasonable Accommodation Request Form](#).