

Yale Housing

RESIDENT COORDINATOR

A Resident Coordinator (RC) is a member of Yale Housing who actively works to support the department and Yale University's mission, values, and initiatives. RCs work under the direct supervision of the Yale Housing Managers to create engaging and respectful environments that enhance the student experience at Yale. RCs promote programming in their residence halls/apartment buildings, help maintain and foster a positive community experience, and serve as leader throughout the campus.

Resident Coordinators are required to be available on campus prior to the fall semester and attend monthly in-services in order to complete staff training. RCs will receive specialized training in: advising and counseling, crisis management, diversity and personal identity issues, programming and event planning, among other areas. The residence life program's team approach will allow resident coordinators to build collaboration, communication, decision-making and problem-solving skills that prove valuable in other settings here at Yale and beyond.

Qualifications:

- A matriculated student (or a spouse) of a Yale Graduate or Professional School program.
- Must have lived on campus for at least one academic year.
- A positive "can do" attitude and proven ability to follow through assignments.
- Successful candidates will have demonstrated strong time management and stress management skills.
- A creative problem solver who can be flexible, adaptable, and work with ambiguity.

Expectations:

- Facilitate an environment that fosters respect and safety and is conducive to academic and social success.
- Work on all levels with other RCs, supervisors, and Yale University professional staff to ensure the efficient operation of the residential living environment.
- Role model appropriate community standard behaviors.
- Reside in assigned campus housing throughout the full academic year.
- Adhere to University policy, local, state, and federal laws.
- Participate in Residential Life committees.

Time Commitment & Availability:

- Training: Must be present for the entirety of RC training from August 8 - 12, 2016.
- Opening & Closing: Must be present for Check-In and Check-Out weekends.
- Office Hours: Two hours of office hours are required every week in the community room.
- Regular Meetings:
 - Monthly individual meetings with the Housing Manager or Area Advisor.
 - Monthly In-Service Meetings with Residential Life Team (reserve up to 2 hours).

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- Facilitate Building Meetings. The first meeting will serve as a “Building Orientation” for residents. Other meetings can be used to address building issues or concerns, or an opportunity to build community among residents.
- Meet as needed with Residential Life Team to address team, programming, and community concerns.
- Must maintain visibility in the residence buildings and be accessible to residents.

Community Development Responsibilities:

- Be regularly available for and capable of assisting residents.
- RCs are responsible for programming initiatives within their residence buildings. At least one (1) event a month is expected.
- RCs should strive to create a healthy living and learning atmosphere in the residence hall.
- Encourage residents to participate in University related activities and events.
- Follow up on resident and community concerns and facilitate conflict resolution conversations as necessary.
- Be knowledgeable about campus and community resources and function as a source of information making referrals as necessary.

Administrative/Professional Responsibilities:

- Respond to inappropriate resident behavior, which violates University and Yale Housing policies, procedures, and/or expectations, and notify appropriate staff.
- Responsible for communicating immediately to professional staff regarding any serious or potentially serious problems concerning residents.
- Be the contact person during critical periods should any University official or office need assistance in responding to residents’ needs.
- Monitor the condition of the building and report damages in rooms and common areas.
- Maintain open forms of communication. This includes regularly communicating with Yale Housing Managers and Area Advisors during meetings, emails, phone, and reports.
- Complete and submit all paperwork in a timely and thorough fashion.
- Perform other administrative tasks as requested by the Yale Housing Managers.

Remuneration:

- Resident Coordinators are compensated for their work with a living stipend that is directly deducted from their housing bill.