



Residence Coordinator 2024-2025 Job Description

Under the direct supervision of the Residence Life Supervisor, the Residence Coordinator (RC) is prominent and essential in the smooth operation of St. Thomas University's residence community. Therefore, the individual fulfilling this position must have a high degree of integrity, in addition to proficient leadership skills, and a commitment to the expectations and standards of the Residence Life Office.

REQUIREMENTS

- Having a full-time status as a St. Thomas University, UNB, or NBCC(D) student; preference will be given to a St. Thomas University student;
- Must have lived in residence for at least one academic year before the start of employment;
- A cumulative GPA of at least 3.0 in the term immediately prior to RC selection;
- Workplace Standard First Aid and CPR course (provided by Residence Life, if necessary);
- Must be available to attend and complete all of August Training (remote and in-person training);
- Must be available to attend on-going training sessions, on designated Fridays at 3:00PM and a full day of training in January 2025;
- Must be available to attend weekly meetings;
- Student financial account must be in good standing with the University;
- Have demonstrated behaviour consistent with the values and policies of St. Thomas University and Residence Life.

SKILLS & KNOWLEDGE

- Residence leadership experience preferred;
- Familiar with responsibilities of RA position;
- Effective team leadership experience;
- Demonstrate motivational and supportive leadership skills;
- Demonstrate willingness to provide constructive feedback to others;
- Strong ability to develop interpersonal relationships;
- Effective written and oral communication skills with residents, peers, supervisors, and external partners;
- Demonstrate strong professionalism and recognition of workplace boundaries;
- Excellent ability to work in a team environment;
- Excellent time management and organization skills;
- Demonstrate resilience in crisis response;
- Effective conflict management skills.

DUTIES

- Report day-to-day operations of the house to Residence Life;
- Prepare duty schedules;
- Assist the Residence Administrative Supervisor in room selection, assignment, and room changes, as well as other administrative duties that may be required;

- Supervise RA team and facilitate weekly meetings;
- Assist in RA Recruitment, Hiring and Training;
- Serving as an advisor and support to all residents;
- Develop and promote a sense of community within the house and the campus at large;
- Student Conduct;
- Serve in “RC On-Call” rotation (evenings and weekends)
- Respond to emergency situations
- Other duties as assigned.

ADDITIONAL WINDSOR RC DUTIES

- Supervise Residence Council activities:
 - Chair weekly meetings;
 - Approve house programming;
 - Plan and deliver Campus wide activities.

COMPENSATION

- RCs are compensated with a credit bursary in the amount of 100% of the total cost of a single room in residence and 100% of the Freedom Meal Plan as determined by the 2024-2025 rates for residence rooms and meal plans. RCs must choose the Freedom Meal Plan.

SUBJECT TO CHANGES

- Due to the nature of our rapidly evolving circumstance, the job description provided is a working document. Changes may be required to best adhere to the guidelines of the Government of New Brunswick, Public Health, and St. Thomas University. Residence Life will continue to prioritize the health and safety of staff and students. Changes to the Community Standards, the Educational Programming Model and other residence specific procedures will be communicated to those successful in the position.