

Academic Resource Coordinator

Position Description | University Housing

DESCRIPTION:

The Academic Resource Coordinator (ARC) works closely with Housing and University staff and faculty to implement success strategies and foster an academic environment within the residence halls for student-residents. An ARC assists with creating environments conducive to living and learning through meeting individually with residents to coach student success; organizing and implementing specific Housing initiatives; and serving as a contributing member of the hall staff team.

SPECIFIC RESPONSIBILITIES:

1. Develop a rapport with residents through **personal connections** and **outreach conversations** about academic and student success topics.
2. Meet individually with residents who are referred to the ARC for assistance or who request coaching assistance.
3. Plan and implement strategies and events to achieve a positive academic living and learning environment, specifically focusing on:
 - Encouraging academic ownership with strategies such as note taking, time management, goal setting, study nights;
 - Identifying and building academic and career networks with activities such as talking to professors, joining a professional organization or forming a study group; and,
 - Improving life skills and abilities such as sleep management, stress management and resume & cover letter writing.
4. Track and report resident connections and student progress and concerns, or lack thereof, when utilizing these strategies:
 - Coaching Connections;
 - Game-On Interviews; and,
 - Mapworks Follow-ups.
5. Develop informal and formal connections with faculty and staff associated with the unique communities within the building, particularly writing center tutors as well as learning community faculty and staff in some halls.
6. Provide and host staff development activities with guidance of the residence life coordinators.
7. Attend and participate in the campus-wide weekly ARC meetings.
8. Actively participate in and contribute to the hall staff team by following-through on ARC responsibilities assigned by a supervisor, attending weekly staff meetings, attending scheduled individual meetings with the residence life coordinator and participating in staff activities.
9. Perform Desk Assistant duties at hall front desk or hold office hours for 2-4 hours per week.
10. Complete other duties as assigned.

Please note that while the ARC position offers somewhat flexible hours, ARCs should contribute 20 hours per week to their ARC responsibilities. The largest portion of those hours must be during times beneficial to the residents, including later evenings and some weekends.

MEETING TIMES

- ☐ University Housing staff meetings will be held each Wednesday from 7:00 p.m. to 8:30 p.m.

QUALIFICATIONS

- ☐ An ARC must be enrolled at the time of employment, must live in an assigned residence hall, must be in good academic standing with the University, and must have an earned cumulative GPA of 3.0. Preference is given to candidates with earned cumulative GPAs of 3.5 or greater.

SUPERVISION

- ☐ The Associate Director of University Housing and Residence Life Coordinators co-supervise the Academic Resource Coordinator position.