



ASSISTANT RESIDENTIAL COORDINATOR POSITION DESCRIPTION ACADEMIC YEAR 2025-2026

POSITION TITLE: Assistant Residential Coordinator (ARC) 2025-2026

SUPERVISOR TITLE: Residential Coordinator

POSITION OVERVIEW:

The Office of Housing & Residential Education (HRE) at UNC is committed to the education and development of student potential, both academically and personally, within an inclusive learning community that emphasizes the connection, support, diversity, and collaboration that makes it possible for the individual to succeed in their collegiate pursuits. The Assistant Residential Coordinator (ARC) position is a live-on position (requires you to live in assigned community) that provides crisis and on call duty response and supports either the programmatic efforts and campus connections facilitated through the Community Engagement Center or the administrative processes within a Residential Community.

POSITION EXPECTATIONS:

There will be one ARC per community, each having a responsibility for community engagement and administrative support. See below for more details:

Community Engagement

- ◁ Each ARC will have either community-wide REM expectations or an individualized residential community with typical REM expectations. These are dependent on community placement and are determined by supervisors of these specific communities.
- ◁ Creatively plan engagement opportunities for students to develop a sense of community in their building/area.
- ◁ Work to build relationships and collaborate with campus partners bringing campus services directly into the residence halls.
- ◁ Purchase event supplies as necessary and reconcile purchasing card.
- ◁ Maintain an accurate budget of expenses.
- ◁ Facilitate programming for students (often on evenings and weekends).
- ◁ Create an environment where all students, regardless of ability, age, class/socioeconomic status, gender expression, gender identity, immigration status, nationality, race/ethnicity, religion/world views, romantic or sexual attraction, size or other identity can learn and be engaged in the life of the University through interpersonal connections, campus events/organizations, and leadership opportunities.

- < Support institutional programming including the Coach in Residence (CIR) and Faculty in Residence (FIR) program.
- < Staff are expected to participate in their assigned community duty rotation at the same level as other entry-level student staff
- < Staff are expected to respond to highly sensitive situations that can range from, but not limited to university policy violations, physical injury, emergency maintenance issues and mental health and identity related support. This also entails all residential staff actively maintaining the privacy and safety of all students. This includes (but is not limited to): mandatory reporting, appropriate and professional usage of key access, and strict adherence to FERPA/HIPAA regulations.
- < Uphold and enforce

engaged in the life of the institution through personal connection, campus events/organizations and leadership opportunities.

- < Support HRE and University programming and the programming of the Coach in Residence (CIR) and Faculty in Residence (FIR).

General Expectations

- < Maintain 10 office hours per week
- < Attend community staff meetings (Tuesday evenings from 7:00PM-9:00PM) and additional meetings:

- week/every other week)

- o Conduct 1:1s weekly/bi-weekly with RAs in community (30/60 minutes per week/every other week)
- o Attend Monthly In-Service trainings
- o Lead Desk Staff Meetings, as needed
- o Attend HRE (ASST) meetings

- < Previous experience working in Housing and Residential Education (2 semesters as a Resident Assistant or Community Assistant and/or summer work as a Housing Assistant or Community Assistant).
- < Live on campus and be sufficiently available to work at unscheduled times.
- < Maintain full-time UNC student

- Provide support to students experiencing crisis, including mental health crises.
- Staff members in this role are required to meet the following physical demands of the role with or without reasonable accommodation: periodic climbing, balancing, stooping, kneeling, crouching, reaching, handling, fingering, feeling, talking hearing, smelling, depth perception, accommodation, color vision may be needed. Role might involve lifting of furniture/equipment and assisting others (must be able to exert up to 15 lbs. of force to move objects), exposure to temperature fluctuations in travel from building to building and exterior assignments.
- ◁ Hall Staff are required to work residence hall openings/closings and be available for the following: the weekend before final exams in the spring and fall semester, Martin Luther King Day, weekends of major athletic finals/competitions (contingent on a local or UNC team be participating), Homecoming weekend, and student staff hiring weekends.
 - Break Periods (Desk/Duty Shifts) It should not be expected that you will have