

# **Housing & Residence Life (H&RL)**

## *Residence Coordinator, Global Learning Living Community*

### **Overview**

The Global Learning Living Community (GLLC) at the University of Dayton seeks to create a shared learning environment for sophomores, juniors and seniors interested in cultural diversity and world affairs that develops intercultural competency and sensitivity among its residents through academic inquiry, residential programming, and structured as well as informal dialogue. The Global LLC is a partnership between the Center for International Programs (CIP) and Housing and Residence Life (HRL).

The goals of the Global LLC are to:

- Cultivate intercultural competence and sensitivity among residents
- Educate residents for global citizenship through scholarship and collective inquiry
- Foster relationship development among residents from different cultural backgrounds

The Global LLC is a group of approximately 90 undergraduate students living in four-person apartments.

### *Position Overview*

The RC position for the GLLC has the unique role of engaging U.S. and international residents in cultural exploration and dialogue in a living environment. The GLLC RC position includes some of the responsibilities of the Residence Coordinator position but with a unique focus on the development of intercultural competence among residents. This includes planning and leading the annual fall and spring kick-off events and engaging students in dialogue about culture and perspectives. The GLLC RC serves as a resource for all residents of the GLLC, often assisting international residents in navigating the university culture and structure and facilitating communication between residents. The GLLC RC meets regularly throughout the year with the Associate Director and/or Program Coordinator for the Center for International Programs and the Resident Director (RD) for his/her assigned living area. The GLLC RC position is a 10-month live-in assignment, renewable annually, with expectations of working 20 hours per week. The GLLC RC is expected to follow all policies and provisions outlined in the University's Student Standards of Behavior. The GLLC RC may not hold an outside position or employment during the academic year but may request academically-related positions, to include but not limited to internship and co-op, through their supervisor and CIP with final approval from the Assistant Dean of Students and Executive Director of Housing and Residence Life.

### *Preferred Qualifications*

- International and/or cross-cultural experience(s)
- Enthusiasm for the process and outcomes of intercultural learning and international education
- Practice or knowledge in implementing new programs and/or improving current structures and models
- Ability to confront cultural differences in a sensitive and respectful manner
- Some knowledge of a second language and any diversity training experience
- Capacity to effectively and fully communicate between supervisors in both CIP and HRL

## Responsibilities

### *Supervision*

The RC for the GLLC will be co-supervised by the Resident Director for Caldwell Apartments and the Associate Director and/or Program Coordinator for Campus Engagement in the Center for International Programs (CIP). The GLLC RC will establish and maintain professional relationships with the Fellows, as well as staff in the CIP.

### *Community Development*

The GLLC RC is responsible for fostering an atmosphere which is conducive to cross-cultural dialogue and exploration. The GLLC RC will involve residents in planning programs that enhance the development of the community. Some responsibilities include:

- Planning and implementing a fall and spring retreat
- Building community in the GLLC through programming and relationship development
- Developing programming that supports the goals and learning outcomes of the GLLC and implementation of the residential curriculum
- Serving as a resource for residents, especially those new to the University
- Facilitating positive roommate relationships through the Community Living Agreement process and leading conflict resolution and assisting RAs with mediating between roommate differences
- Coordinating with GLLC RAs to establish community standards in accordance with the Commitment to Community document

### *Student Conduct*

The GLLC RC will be expected to confront and document students who violate University policies as indicated by the University's Student Standards of Behavior. The GLLC RC should take special care to communicate with international students the expectations of a U.S./American university.

In coordination with his/her RD and AD, the RC may have the opportunity to facilitate behavioral hearings with students in order to educate them on University policy and on the ways in which their behavior impacts the community. In behavioral hearings, the GLLC RC will be responsible for assigning appropriate consequences, student follow up, and data entry into the University's judicial database. In partnership with the office of Community Standards & Civility, the GLLC RC has the opportunity to facilitate Opt-In sessions.

### *Administration*

The GLLC RC is responsible for assisting the RD, in conjunction with CIP, with the overall management of the GLLC. Consequently, the GLLC RC may be expected to perform the duties of the RD for the GLLC in his/her absence. The GLLC RC must complete all paperwork and other duties that assist the RD and staff from CIP in responding to student issues and concerns. The GLLC RC will be responsible for co-management of the OrgSync portal for the GLLC.

### *Advising and Informal Counseling*

The GLLC RC will be expected to establish and maintain a professional relationship with each resident and staff member in his/her residential area. RCs will advise students within the limits of his/her capabilities in academic, social, and personal matters. The GLLC RC should also be aware of student issues including, but not limited to, homesickness, college adjustment, roommate conflicts, substance use and mental health. The GLLC RC must also be familiar with University policies and procedures in order to direct students to the appropriate resources. The GLLC RC must exercise sensitivity, patience, and care when addressing concerns that could adversely affect a student's personal well-being.

The GLLC RC should be conscious of issues among residents resulting from cross-cultural living and should be in communication with his/her supervisors in the case of a cultural conflict within the community.

### ***Crisis Response, Duty, and Special Coverage***

Each RC is required to assist with on-call duty response for the University as directed by the Assistant Dean of Students and Executive Director of Housing and Residence Life. RCs may also be expected to provide additional on-call/duty coverage as assigned for University holidays and weekends including, but not limited to, **opening weekend, Labor Day, Family Weekend, Fall Break, Halloween, Thanksgiving, Martin Luther King Day, Spring Break, St. Patrick's Day, Easter, and closing.**

### ***In addition, the RC is responsible for the following:***

- Acting as a liaison between students and CIP/HRL
- Reporting any student needs, issues, and areas of concern to his/her RD and the Associate Director (CIP)
- Participating in HRL departmental selection processes as assigned
- Assisting with HRL departmental and area opening and spring closing processes
- Assisting with the GLLC application process in the spring semester
- Providing transportation with UD vans or arranging transportation for any off campus programs/events for the GLLC
- Serving on in-area, departmental and University committees as assigned
- Maintaining a flexible schedule of 10-15 office hours in the CIP and 10 office hours in HRL, and attending pertinent CIP staff meetings
- Participating in international campus events and programs throughout the year
- Attending and participating in departmental and divisional training sessions in CIP, HRL and Student Development (ULI, GALI, International Student Orientation, etc.). This position will begin mid-July.
- Implementing and maintaining a regular communication plan with GLLC residents (Mailchimp newsletter, Facebook, etc.)
- Serving as an advisor to the GLLC Fellow in relation to their role in the GLLC
- Optional: Facilitating Opt-In sessions in partnership with the Office of Community Standards & Civility

### ***Remuneration***

- Competitive stipend
- Room and board
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,715/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

### ***Statement of Inclusive Excellence***

The Division of Student Development recognizes the educational benefits of diversity for students, faculty and staff. We are committed to engaging in reflection, dialogue and experiences that both challenge and affirm multiple perspectives. Our Marianist charism calls us to value the dignity of every person and to advocate for social justice.

### ***For more information, contact:***

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