The Department of Housing and Residence Life is part of a dynamic campus environment filled with momentum and potential. As a doctoral institution, UNC Charlotte has a clear focus with aspirations to be North Carolina’s most energetic and responsive university, offering unparalleled educational opportunities for students seeking the highest quality undergraduate, graduate and continuing personal or professional enrichment in the liberal arts and sciences and selected professions.

The Department of Housing and Residence Life has a rich history of success. We have served as host to several professional and student conferences including:

- Association of College and University Housing Officers–International (ACUHO-I), 1998
- Southeast Association of Housing Officers (SEAHO), 1993 and 2006
- South Atlantic Affiliate of College and University Residence Halls (SAACURH), 2014

Additionally, our staff members have been recognized with regional and national awards and have served on executive boards and committees of regional and national associations including:

- Association of College and University Housing Officers–International (ACUHO-I)
  - President (Executive Board)
  - Southern District Representative (Executive Board)
  - Program Committee Chairperson
  - Internship Committee Chairperson
  - Exhibits and Displays Chairperson
  - EBI Benchmarking Team Chairperson
  - NHTI Faculty
- Southeast Association of Housing Officers (SEAHO)
  - Founders and Charles Beene Award Winners
  - Treasurer (Executive Board)
  - Program Committee Members
- North Carolina Housing Officers (NCHO)
  - President (Executive Board)
  - Business Manager (Executive Board) Program
  - Chairperson (Executive Board)
  - Newsletter Editor (Executive Board)
  - Treasurer (Executive Board)

As a Division of Student Affairs, we pride ourselves on being a creative and dynamic group of professionals committed to students and to student learning in and out of the classroom. Through a number of collaborative programs, we work together with students to provide opportunities that foster leadership, citizenship and scholarship. We feel that we have an environment open to new and creative approaches and are looking for colleagues who share our belief that success in our work depends upon our ability to cultivate and maintain quality relationships with students.

A UNIVERSITY WITH A FUTURE

A DEPARTMENT WITH A VISION

A DIVISION ON THE MOVE

MESSAGE FROM THE ASSOCIATE VICE CHANCELLOR

Welcome and thank you for your interest in joining the UNC Charlotte Housing and Residence Life Family! There has never been a more exciting time to become a Forty Niner. Although we are one of the youngest of the 16 schools in the UNC system, as of this fall, we have the third largest enrollment of all UNC campuses. Our campus, located on the north side of the 17th largest city in the country, serves over 29,000 students enrolled in undergraduate, graduate and doctoral programs. With an up and coming NCAA Division I football team, new stadium in the center of campus, $450M housing master plan and light rail expansion connecting our campus to the heart of Charlotte, new and exciting is clearly at the core of all we do. UNC Charlotte is a research institution with strong academic programs and professional schools. Residentially, we house approximately 6,100 students in some of the most groundbreaking facilities in the country with an emphasis on co-curricular learning and academic success. Traditional tower residence halls, suites and apartments provide options and mobility for students choosing to live on campus. Learning communities, Greek Village, honors and academic housing and special housing in cooperation with International Studies are a few of the options available and indicative of the wide range of choices to be made by Forty Niners.

If you are energized by change, enthusiasm, professional standards and hard work, please consider staking your claim at UNC Charlotte!

Go Niners!

Dr. Aaron J. Hart
Associate Vice Chancellor

ABOUT UNC CHARLOTTE
9 sports teams call Charlotte Home, including the Panthers and the Charlotte Hornets, as well as many NASCAR teams.
The Appalachian Mountains are only about a 2-hour drive from UNC Charlotte’s campus!
CLT is 20 minutes from UNC Charlotte. It is the 6th busiest airport in the U.S. and serves 159 destinations!

There are over 2000 bars, restaurants, food trucks, and coffee shops in Charlotte!
The beaches on the North Carolina coast are only about a three hour drive away!
The Appalachian Mountains are only about a 2-hour drive from UNC Charlotte’s campus!

Once known as Charlottetowne, Charlotte, North Carolina was renamed in 1762 to honor Charlotte Sophia, a British queen born in Mecklenburg, Germany. It’s no coincidence that the city is located in Mecklenburg County. Charlotte is the largest city in North Carolina and the 17th largest city in the United States based on population, which as of the 2017 census was 858,035. If you include the surrounding metro areas, the population increases to 2.4 million and ranks as the 22nd largest metro area in the nation.

INTERCULTURAL COMPETENCIES
Culturally-prepared residential students develop the skills necessary to effectively contribute and collaborate within a rapidly evolving global society. Students will be provided opportunities within their residential communities, and the greater Charlotte community, to reflect and make meaning of their identities and experiences while increasing their knowledge and understanding of others.

STUDENT ENGAGEMENT
Engaged residential students have more meaningful experiences at UNC Charlotte and are more likely to graduate within four years. Students will be invited and challenged to take advantage of the variety of learning opportunities available to them through active participation in university life and the greater Charlotte community.

LIFE SKILLS
Autonomous residential students develop the skills necessary to leverage their education as professionals within society. Students will be invited to learn the practical skills needed to be successful within our residential community and their self-identified communities.

UNC Charlotte’s Residence Life staff will strive to create engaging communities where students can thrive and will support students as they work towards accomplishing their academic and personal goals.
South Village is home to our main Housing and Residence Life office as well as our tower residence halls and several of our newest buildings. There are six buildings that make up South Village: Holshouser Hall, Hunt Hall, Laurel Hall, Levine Hall, Sanford Hall and Scott Hall. South Village also contains the newest dining hall, SoVi, which has a variety of food options as well as a diner, a to-go location, and a convenience store.

North Village is comprised of five residence halls: Belk Hall, Miltimore Hall, Walls Hall, Lynch Hall, and Witherspoon Hall. These buildings are the closest residence halls to our Student Union and also have courtyard space available for large-scale programming.

East Village has four housing areas including Phase V (Elm, Oak, Pine), Martin Hall, Greek Village, and Hawthorn Hall. As our most unique village, these housing areas provide a more non-traditional residential environment for our students.
Residence Education Coordinators are full-time, live-in, professional staff members of the Department of Housing and Residence Life responsible for providing overall management and leadership in residential building(s)/areas housing 200-750 residents each. Principal responsibilities include staff supervision and development, residential education, implementation of the residential curriculum, community development, crisis management, administration and building management, student conduct, facilitation of the leadership workshop series, summer operations, and other departmental/university-wide responsibilities. Because Residence Education Coordinators are the primary professional staff members available in the residence halls for student contact, spending some evening and weekend time with students is required. Residence Education Coordinators are supervised by an Assistant Director who serves on the Residence Life Leadership Team.

STAFF SUPERVISION AND DEVELOPMENT
Residence Education Coordinators are responsible for providing leadership, supervision, and development for the staff within their area. These responsibilities include:
- selecting, training, and supervising the staff in their building/area (may include Graduate Assistant, Resident Advisors, and Office/Desk Assistants);
- assisting in planning and conducting a departmental orientation and training workshop prior to each semester;
- providing for each Resident Advisor’s individual development through periodic performance reviews;
- facilitating on-going team building and staff development opportunities;
- assisting in the development of techniques for evaluating the Resident Advisor program.

COMMUNITY DEVELOPMENT
Residence Education Coordinators are responsible for fostering a sense of community in their building/area. These responsibilities include:
- working with the Resident Advisor staff in the development of activities designed to develop connections between residents;
- using creative and innovative methods to personally connect to residents;
- providing informal counseling and referral to individual students;
- providing counseling support to the Resident Advisors in working through student problems and concerns;
- coordinating the department’s response to roommate conflicts and other resident concerns;
- eating meals in the student dining facilities to increase visibility and connection opportunities with students.

STUDENT CONDUCT
Residence Education Coordinators are responsible for the student conduct process in their building/area. These responsibilities include:
- managing student conduct cases (student meetings, delivery and tracking of sanctions, etc.);
- referring cases to the University’s student conduct system in a timely fashion.

CRISIS MANAGEMENT
Residence Education Coordinators are responsible for the management and referral of incidents that occur in their building/area. These responsibilities include:
- participating in year-round duty rotation to provide support to the residential population;
- working closely with the Counseling and Psychological Services;
- maintaining awareness of campus and community resources.

RESIDENCE HALL LEADERSHIP TEAM FACILITATION
Residence Education Coordinators are responsible for the development of strong student leadership opportunities in their building/area. These responsibilities include:
- recruiting and actively supporting the formation of hall leadership teams in their building/area;
- facilitating skill workshops for the selected hall leadership team members;
- providing individual and team development opportunities for the student leaders.

ADMINISTRATION AND BUILDING MANAGEMENT
Residence Education Coordinators are responsible for providing leadership, supervision, and development for the staff within their area. These responsibilities include:
- selecting, training, and supervising the staff in their building/area (may include Graduate Assistant, Resident Advisors, and Office/Desk Assistants);
- assisting in planning and conducting a departmental orientation and training workshop prior to each semester;
- providing for each Resident Advisor’s individual development through periodic performance reviews;
- assisting in the development of techniques for evaluating the Resident Advisor program.

SUMMER OPERATIONS
Residence Education Coordinators are responsible for the summer activities in their building/area and will also provide assistance with other buildings and functions as needed. These responsibilities include:
- coordinating a variety of conference service with direction by the Assistant Director for Operations and Conferences;
- coordinating summer school housing with direction of an Assistant Director in the programmatic area, working on departmental committees and projects assigned by an Assistant Director in the programmatic area (RA Training, ProStaff Training, etc.).

ADDITIONAL RESPONSIBILITIES
Residence Education Coordinators are responsible for other responsibilities as directed by their supervisor and/or other Residence Life Leadership Team or Central Staff members. These positions have a required live-in component. Successful candidates will be required to live in a provided on-campus apartment.

DEPARTMENTAL/UNIVERSITY-WIDE RESPONSIBILITIES
Residence Education Coordinators are responsible for the development of strong student leadership opportunities in their building/area. These responsibilities include:
- recruiting and actively supporting the formation of hall leadership teams in their building/area;
- facilitating an 8-week leadership workshop series for the selected hall leadership team members;
- providing individual and team development opportunities for the student leaders.
**BENEFITS**

**RETIREMENT**

Full-time employees (30 hours per week or more) are required to contribute 6% of annual gross earnings (on a pre-tax basis) to 1) Teachers’ and State Employees’ Retirement Systems (TSERS) or 2) Optional Retirement Program (ORP). Those carriers participating in the ORP are Fidelity, Lincoln National, TIAA-CREF, and AIG Retirement.

**HEALTH INSURANCE**

Coverage is provided by the State Health Plan. The University offers two PPO health plans to its employees: Consumer-Directed Health Plan (CDHP) and Enhanced 80/20 Plan. Employee only coverage is effective on the first day of the month following the official date of hire. All premiums for individual, dependent, and spouse coverage are payroll deducted on a pre-tax basis. Employees working less than 30 hours per week have the option to purchase health insurance.

**PARKING**

2019-20 Annual Cost: $450 (Basic); $150 (Premium Lot Access); $15 (2nd Vehicle)

**EDUCATION**

Two courses per academic year tuition-free for full-time employees (30-40 hours/week). Additionally, reimbursement for approved work-related courses at accredited colleges and universities for permanent, full and part-time employees. (supervisor approval needed)

**DUAL CAREER COUPLES**

This employment assistance program’s primary purpose is to assist spouses with finding employment in the Charlotte area. Though not a placement service, this can help spouses target the job hunt, identify likely employers, assist in creating a resume, and provide an employment network.

**OTHER OPTIONS**

Auto and homeowner’s insurance, prepaid legal, accidental death, long-term care, dental, vision, group life, tax-deferred annuities, deferred compensation, flexible spending accounts, savings bonds, teachers’ liability insurance, all available via payroll deduction. Not available for employees working less than 30 hours per week.

**FACILITIES**

Employees have access to campus resources such as the Library, University Recreational Services and the Student Activities Center at minimal cost.

**PAY DATES**

Semi-monthly on the 15th (or last business day prior to 15th), and the last business day of each month.

**TIME OFF**

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**PLUS...**

- Furnished apartment for REC (and spouse/domestic partner and children) including utilities, cable and high-speed internet.
- A limited declining balance meal plan for use at our many dining locations.
- Financial support to attend work-related workshops, conferences, and to maintain involvement in state, regional, and national professional organizations (in consultation with supervisor).
- Permission to own one small cat or dog while in residence (upon approval)

**Vacation days per year**

**Sick leave days per year**

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WHERE ARE THEY NOW?

As educators, we are challenged to continually seek new information and skills in order better serve our students. As such, the department actively supports Association of College and University Housing Officers—International (ACUHO-I), Southeast Association of Housing Officers (SEAHO), American College Personnel Association (ACPA), NASPA (National Association of Student Personnel Administrators) and North Carolina Housing Officers (NCHO) through conference attendance and committee participation. We also maintain memberships in ASCA (Association for Student Conduct Administration), North Carolina Association of Residence Halls (NCARH), National Association of College and University Residence Halls (NACURH) and South Atlantic Association of College and University Residence Halls (SAAACURH). While participation in professional associations is encouraged, there is much more to professional development at UNC Charlotte.

We also try to recognize the professional development opportunities that occur in our daily work. Through participation in advisory boards, diverse committee assignments, and activities within the Charlotte community, we have the potential to experience different aspects of higher education and develop new areas of professional interest.

By using these opportunities to their fullest, we help create an experience for a professional staff member that benefits the department and students while helping to prepare the person for their next professional opportunity.

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The University of North Carolina at Charlotte seeks energetic individuals committed to student learning and development to serve as Residence Education Coordinators.

UNC Charlotte aspires to be North Carolina’s most energetic and responsive university, offering educational opportunities for students seeking the highest quality undergraduate, graduate, and continuing education in the liberal arts and sciences or selected professions. With an enrollment of over 28,000 students in its academic programs, UNC Charlotte attracts a diverse student body from all 50 states and 80 foreign countries. Despite its location in a metropolitan area of more than 1.5 million people, the campus includes approximately one thousand acres of rolling hills with forests, streams, and ponds, surrounding a pedestrian core of contemporary air-conditioned buildings that has the feel of a small residential campus.

The Department of Housing and Residence Life is comprised of a vibrant and enthusiastic team of professionals committed to creating communities that enhance the academic, personal and social development of residential students while providing students with inclusive living environments that are clean, safe and affordable. Approximately 6,100 students live in 15 residence halls and a Greek Village.

QUALIFICATIONS/REMUNERATION

The most competitive candidates will have a Master’s degree in higher education, counseling and/or student personnel (or a related field), two years of housing experience at the graduate or professional level, and the demonstrated ability to blend the academic and residential components of student life. Additional experience in staff supervision and educational/social programming will be viewed positively. Remuneration includes a competitive salary plus a furnished apartment (including utilities, cable – including HBO and Cinemax, & high-speed internet), a modest meal plan, professional development assistance and complete state benefits package (health care, retirement, etc.).

INSTRUCTIONS

To be considered, please apply electronically at http://jobs.uncc.edu. Only electronic submissions will be accepted. Please attach the following documents to your electronic submission: a letter of interest, your resume, and the names and contact information of three work-related references. (Please note: You will not be able to submit your application without those three documents.)

Application materials will be accepted until the positions are filled. Review of candidate files is ongoing.

For candidates not attending The Placement Exchange (TPE), we plan to offer Skype Interviews to qualified candidates. Our first round of video interviews should begin in mid-March, with second round video interviews to follow.

For candidates attending The Placement Exchange (TPE) in Los Angeles (March 6-9), we plan to offer first round and a limited number of second round interviews. If you are registered to attend TPE be sure to indicate your candidate number in your letter of interest.

For more information on The Placement Exchange (TPE), please visit their website at https://www.theplacementexchange.org/conference.
We're glad you're interested in joining our team as a Residence Education Coordinator!

Each year, we invite selected candidates to visit our campus for formal interviews. Our campus interview process is designed to introduce candidates to the Department of Housing and Residence Life and UNC Charlotte. During the interview process, we look forward to getting to know candidates by spending a full day with them. Our goal is to create a comfortable, friendly environment in which candidates can learn what it means to be a member of our team and a citizen of Niner Nation!

A QUICK OVERVIEW
If you are invited to campus, you will spend a day with us getting to know our staff and students. We will pay for your transportation, lodging and meals during the campus interview process. For your convenience, we are happy to make all of your travel arrangements. We want your campus interview to be informative and enjoyable!

DO I NEED TO MAKE MY OWN TRAVEL ARRANGEMENTS?
If you accept an invitation to interview on campus at UNC Charlotte, we are happy to make all of your travel arrangements! We will pay for your roundtrip airfare and your hotel expenses. If you are within driving distance, we will reimburse you for mileage using the state of North Carolina’s standard reimbursement formula. Our goal is to make your travel arrangements at least two weeks before your scheduled interview. However, we understand that candidate schedules do not always allow us the flexibility to arrange travel 14 days in advance. We are committed to working with candidates to ensure that scheduling of a campus interview is mutually beneficial.

WHAT HAPPENS IF I CANCEL MY SCHEDULED CAMPUS INTERVIEW?
Unfortunately, once we have purchased an airline ticket in your name, we cannot reuse the ticket or transfer the fare to another flight itinerary. If you cancel your campus interview or fail to arrive as scheduled without notice, we will ask you to repay the University for any costs incurred on your behalf.

WHAT CAN I EXPECT WHEN I ARRIVE ON CAMPUS?
Typically, you will arrive the evening before the formal interview. If you fly in to Charlotte, NC, a current Residence Education Coordinator or Assistant Director will pick you up at the airport, accompany you to dinner and make sure that you have everything you need for the evening, before dropping you off at your University provided accommodations. If you drive, we’ll be sure you have good directions to find your way to your lodging, where a member of our staff will meet you at a designated time to accompany you to dinner.

Your interview day will begin with breakfast with a member of our team. A Residence Education Coordinator (REC) or Graduate Assistant (GA) will meet you at your lodging and escort you to one of our campus dining locations. Immediately following breakfast, you will have the opportunity to interact with a wide-variety of Housing and Residence Life staff members through a series of interviews. You will meet students, administrative support personnel, the senior level leadership team, and individuals who may be your future REC and GA peers.

Your day will include lunch with student leaders and a campus tour. At the end of the day, you will have the opportunity to share feedback on your experience with our Director of Residence Life. As a wrap up to your interview day, an REC or Assistant Director will be happy to escort you to the dining location of your choice for one last opportunity to ask about life on campus. If you are departing from Charlotte the night of your interview, we’ll be sure you’re safely on your way, by either getting you to the airport or being sure you have good directions to find your way home!

Breaks are scheduled throughout the day, but please ask for any additional breaks you may need to stay energized. Again, we want you to feel comfortable at UNC Charlotte and hope you will enjoy your campus interview. We typically do not ask candidates to prepare a presentation; instead, we want to be sure your interview day is packed with as many opportunities to familiarize yourself with campus, our department and students as much as possible.
Please visit housing.uncc.edu/employment for additional information about the position, the University or our department.

If you have additional questions, please email hrrecruitment@uncc.edu.

Please do not send application materials via email; they will not be considered unless they are submitted through the https://jobs.uncc.edu site.

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