Elon University Residence Life employs 4 Residence Area Coordinators (RACs). As integral members of the Residence Life staff, RACs work to provide mentorship, leadership and support as senior student leaders to their fellow Resident Assistant team and serves as an intermediary to the professional staff within Residence Life. This position is a unique and premier leadership opportunity for previous RAs returning to residence life and is critical to the organization, administration and management within the Residence Life supervision structure.

**Residence Area Coordinator Responsibilities (include, but are not limited to, the following):**

**Community Development and Education**
- Assist staff in meeting identified community development goals by meeting with them individually and in groups to discuss their progress and needs.
- Work with AD, Fellow, staff, neighborhood association, and neighborhood student ambassadors to develop neighborhood wide community development opportunities.
- Assist supervisor with development and support of neighborhood Living Learning Communities.
- Advise RA staff in meeting requirements of the Community Development Model (offer suggestions, monitor progress, refer to and provide resources).
- Work to integrate and involve faculty in all levels of community development.

**Role Modeling and Mentorship**
- Support supervisor in all training, advising, and accountability of RA staff.
- Serve as a positive role model, and abide by all University guidelines and policies as well as the Elon Honor Code.
- Assist supervisor with staff development opportunities for RA staff and support staff recognition efforts including those at a departmental level.
- Facilitate the resolution of crisis, according to the department protocol, by providing guidance to RA’s, intervening when necessary, referring, and conducting appropriate follow-up and handle low-level roommate conflicts in conjunction with the supervisor.
- Serve as on-site supervisor and mentor to the RA staff in the absence of the supervisor.

**Facilities and Administration**
- Assist the supervisor with area administrative tasks, i.e. on call scheduling and community builder tracking, etc., particularly during heavy administrative times.
- Help supervisor with all facets of neighborhood budget, assist with the purchase of supplies for staff and determine appropriate expenditures and provide regular reports to supervisor.
- Return early in August to help prepare the buildings for RA arrival and to receive additional training.
- Complete all weekly and semester reports in a timely manner.
- Attend all required trainings, one-on-ones, staff meetings and other scheduled leadership opportunities.
- Perform all other duties as assigned by Residence Life and Student Life staff.
- Complete 5 office hours in neighborhood office to assist with administrative and office tasks.
- Provide information to office bulletin boards and/or neighborhood newsletter. Keep information current.

**Advising**
- Identify and encourage student involvement in leadership opportunities in the neighborhood.
- Assist supervisor in developing and advising a group of student leaders for the Neighborhood Association.
- Support, promote, and attend neighborhood association meetings and events.
- Develop and maintain students involved with neighborhood association on-going leadership positions.

**Remuneration and Qualifications**
The RAC position is a 10 month, 20 hour per week position. Remuneration includes a full single room credit and a $300/month stipend. This position should be the RAC’s primary leadership experience and executive position. Previous experience living on campus, prior leadership experience, and strong written and oral communication expected; previous experience with Residence Life leadership roles required. A 2.75 GPA semester and cumulative and junior/senior credit status are required at the time of hire.