Title: Student Resource Coordinator  
Department: Department of Residence Life  
Reports to: Assistant Director  

Overview  
The Student Resource Coordinator (SRC) is an important member of the Residence Life Staff and is responsible for assisting the Assistant Director in achieving the mission and goals of the First Year and Transfer Center (FYTC). The SRC will help with the daily operations of the First Year and Transfer Center and must be comfortable working in a fast-paced, transitional environment.

Primary Responsibilities  
● Hire, train, and supervise FYTC undergraduate student employees  
● Assess individual students’ needs, assist them in setting goals, and refer them to appropriate resources  
● Develop, coordinate, and teach conduct classes for students sanctioned through our judicial system  
● Assist in the organization and dissemination of student academic information to Residence Life staff  
● Assist in the development of academic programming for all residence halls and assist in the creation of academic resources, including information guides, posters, and handouts  
● Assist in the coordination of Residence Life staff members for Accepted Student Days and Open Houses  
● Attend First Year Seminar classes and transfer student socials in order to promote and advertise the FYTC  
● Coordinate residence hall tabling events with outside partners

Additional Responsibilities  
● Assistance in planning the Maine Hello (UMaine’s new student move-in day) and other Fall Welcome Weekend Events  
● Participation in Open House and Accepted Student Days throughout the year  
● Leading teams in the creation and implementation of programs of varying sizes and scopes  
● Participation in training and professional development throughout the year  
● Participation in the senior staff departmental on-call rotation  
● Participation in departmental project teams and division-wide/university events

Time Commitment and Availability:  
The Student Resource Coordinator position is a live-in position with an apartment provided in a residence hall. Office hours will be negotiated with the supervisor, and due to the nature of this position, hours will vary. Higher workloads are to be expected during the month leading up to the beginning of the school year and during RA training periods; lower workloads are to be expected during university breaks and holiday periods. Hours are expected to average to about 20 hours per week. This position does include night and weekend responsibilities.

This position begins 8/1/17 and continues until 5/16/18. Full participation in staff training and inclusion in the departmental on-call schedule during closed break periods is required. Departmental meetings are to be a priority over all but class schedules.

Qualifications:  
Applicants for this position are required to hold a Bachelor’s degree, to be enrolled full-time in a graduate program at the University of Maine, and must maintain a minimum 3.0 GPA throughout their graduate work. In commitment to the development of professionals in the Student Affairs field, first consideration for this position will be given to students enrolled in the Higher Education graduate degree program. Previous experience in Residence Life, Peer Mentoring, Academic Advising, Tutoring, or other
comparable leadership experience is preferred.

The contract for this position is for one academic year. Individuals interested in a contract renewal or internal transfer to another departmental assistantship should discuss this intent with their supervisor at the beginning of spring semester. The rehire conversation will include review of the individual’s academic standing and performance evaluation, as well as a conversation about fit within the department.

**Compensation:**
- Tuition waiver (up to 9 credits per academic semester)
- Furnished or unfurnished apartment and meal plan during the academic year
- $7,500 stipend paid over ten months
- Portion of the Graduate Health Insurance Plan

Applications should include a resume, cover letter and a list of three references. Applications and any questions should be referred to:
Andra Bowen, Assistant Director
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207-581-4829