

REC

CANDIDATE INFO GUIDE





CONTENTS

About UNC Charlotte	4
About Charlotte, NC	5
Niner Blueprint	6
Res Life Community	7
Res Life Staff	9
REC Job Description	11
Benefits	13
Qualifications & Remuneration	15
Application & Interview	16

ABOUT UNC CHARLOTTE

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 Charlotte Forty-Niner. Although we are one of the youngest of the 16 schools in the UNC system, 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 University Recreation facility in the center of campus, near-completion of a \$450M housing master plan and a light rail expansion connecting our campus to the heart of Charlotte- exciting opportunities are waiting for you.

UNC Charlotte is a research institution with exceptional academic programs and professional schools. Residentially, we house approximately 6,100 students in some of the most beautiful 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 a partnership with International Programs are a few of the options available to our diverse population of Niners.

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

Go Niners!

- Dr. Casey Tullos



A UNIVERSITY WITH A FUTURE

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.

A DEPARTMENT WITH A VISION

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 (SEAO), 1993 and 2006
- North Carolina Housing Officers (NCHO), 1976, 1982, 1991 and 2005
- North Carolina Association of Residence Halls (NCARH), 1990, 1996, 2002, 2013, and 2019
- 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:

A DIVISION ON THE MOVE

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.

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
- STARS Committee Faculty and Committee Members
- NHTI Faculty

Southeast Association of Housing Officers (SEAO)

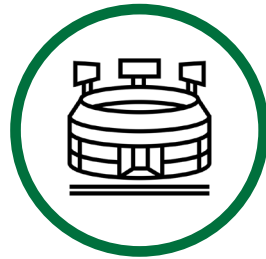
- Founders and Charles Beene Award Winners
- Treasurer (Executive Board)
- Program Committee Members
- Strategic Planning Committee Members

North Carolina Housing Officers (NCHO)

- President (Executive Board)
- Business Manager (Executive Board) Program
- Chairperson (Executive Board)
- Newsletter Editor (Executive Board)
- Treasurer (Executive Board)

ABOUT CHARLOTTE

NINER BLUEPRINT



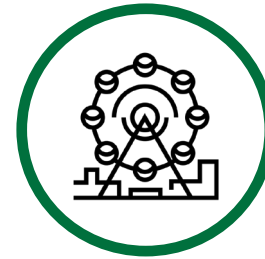
9 sports teams call Charlotte Home, including the Panthers and the Charlotte Hornets, as well as many NASCAR teams.



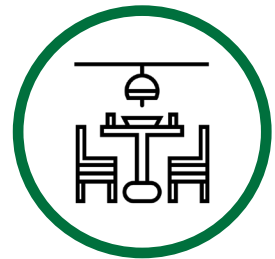
CLT is 20 minutes from UNC Charlotte. It is the 6th busiest airport in the U.S. and serves 159 destinations!



Charlotte has a moderate climate which allows you to enjoy all four seasons, just as mother nature intended!



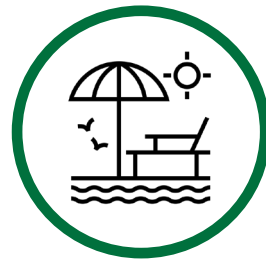
Carowinds is a Cedar Fair Theme Park located on the NC/SC border, complete with roller coasters and other rides.



There are over 2000 bars, restaurants, food trucks, and coffee shops in Charlotte!



The Appalachian Mountains are only about a 2-hour drive from UNC Charlotte's campus!



The beaches on the North Carolina coast are only about a three hour drive away!



150 parks and parkways, 18 museums, and 16 theatres will keep you busy and entertained!

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 859,035. 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.

Niner Blueprint is our curricular approach to facilitate community building and promote student learning in our communities throughout the year. 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. Niner Blueprint focuses on five learning goals:



ACADEMIC SUCCESS

- Students will be able to implement strategies to promote effective study skills (tutoring, study techniques, time management).
- Students will be able to implement strategies to promote and academic attainment (registration, advising).



WELLNESS

- Students will be able to implement strategies to promote positive physical wellness.
- Students will be able to implement strategies to promote positive financial wellness.
- Students will be able to implement strategies to promote positive emotional wellness.
- Students will be able to implement risk reduction strategies to promote healthy behavior related to alcohol, drugs, and sex-related behaviors.



INTERCULTURAL COMPETENCE

- Students will explore how their identities have impacted their experiences and demonstrate self-advocacy strategies.
- Students will explore the experiences of others and demonstrate allyship.



LIFE SKILLS

- Students will be able to implement strategies to promote personal safety and security (bystander, awareness of security resources, fire safety).
- Students will be able to implement strategies to promote effective independent living skills.

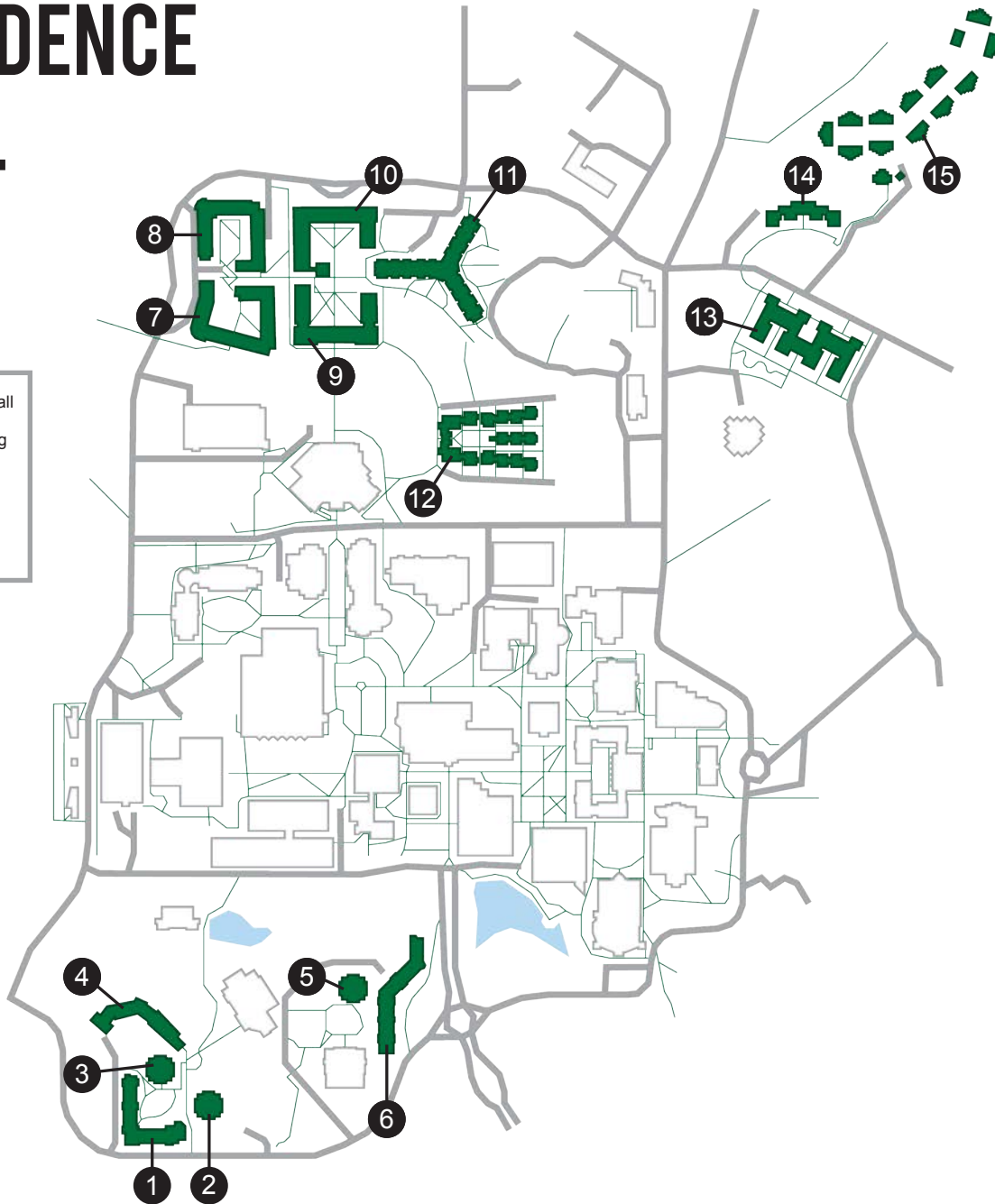
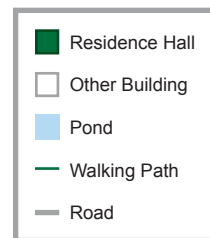


COMMUNITY RESPONSIBILITY

- Students will take actions that positively contribute to their residential and university communities (following roommate agreements, demonstrating respect to all members of the community).
- Students will understand the rationale behind University and HRL policies and actively work to uphold them.

RES LIFE COMMUNITY

RESIDENCE HALL MAP



SOUTH VILLAGE

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.

- 1 Hunt**
Mixed student population, suites, 400+ residents
- 2 Scott**
First year students, traditional-style units, 400+ residents
- 3 Holshouser**
Mixed student population, traditional-style units and suites, 100-400 residents
- 4 Laurel**
First year students, suites, 400+ residents
- 5 Sanford**
First year students, traditional-style units, 500 residents
- 6 Levine**
Mixed student population, Honors in Residence community, suites and apartments, 400+ residents

NORTH VILLAGE

North Village is comprised of five residence halls: Belk Hall, Miltimore Hall, Wallis 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.

- 7 Belk**
Loan Key Desk, Upperclassmen, apartments and suites, 400+ residents
- 8 Miltimore**
Mixed student population, includes transfer students, apartments and suites, 400+ residents
- 9 Lynch**
First year students, Host of 10 Learning Communities, suites, 500 residents
- 10 Wallis**
Mixed student population – majority upperclassmen, apartments and suites, 300+ residents
- 11 Witherspoon**
International House, suites, 400+ residents

EAST VILLAGE

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.

- 12 Phase V (Elm, Oak, Pine)**
Mixed student population and guests of the University, suites and apartments, 200+ residents
- 13 Martin**
Mixed student population, apartments, 400+ residents
- 14 Hawthorn**
First year students, Engineering Learning Community, 200+ residents
- 15 Greek Village**
Mixed student population, 13 Houses: 8 Greek Organizations, 4 Upperclassmen Houses, 1 International-themed community, 350 residents

RES LIFE STAFF

HOLSHOUSER

10 5
RAs OAs



HUNT

10 1 8 1
RAs Loan Key Operator DAs GHA



LAUREL

11 1 5
RAs GHA OAs



LEVINE

10 1 8 1
RAs Loan Key Operator DAs GHA



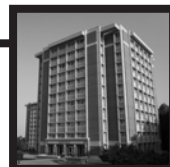
SANFORD

10 1 5
RAs GHA OAs



SCOTT

10 1 5
RAs GHA OAs



BELK

9 1 8
RAs Loan Key Operator DAs



LYNCH

11 1 5
RAs GHA OAs



MILTIMORE

10 5
RAs OAs



WALLIS

8 5
RAs OAs



WITHERSPOON

9 5
RAs OAs



GREEK VILLAGE

13 5
RAs OAs



HAWTHORN

6 5
RAs OAs



MARTIN

8 1 8
RAs Loan Key Operator DAs



PHASE V

10 5
RAs OAs



REC JOB DESCRIPTION

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.

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.

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.

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 the overall administrative operations within their building/area. These responsibilities include:

- providing hands-on leadership during the openings and closings of the residence halls;
- participating in regular building tours and conducting Health and Safety Inspections;
- coordinating the program budgets for the staff and leadership team accounts;
- managing the occupancy and assignment procedures and records;
- coordinating damage accountability and billing process;
- ensuring the proper management of keys (student room, common area, and staff/office keys)
- building relationships with housekeeping, zone maintenance, security guards, and Police and Public Safety to assure that the physical environment be maintained at optimum levels.

RESIDENCE EDUCATION

The Residence Education Coordinators are responsible for implementing the departmental curricular approach, Niner Blueprint, focusing on our five learning goals:

- Academic Success
- Wellness
- Intercultural Competence
- Life Skills
- Community Responsibility

DEPARTMENTAL/UNIVERSITY-WIDE RESPONSIBILITIES

Residence Education Coordinators are responsible for assisting with a variety of departmental and/or campus-wide committees or projects. These responsibilities include:

- serving on at least one departmental committee (RA Selection, RA Training, etc.);
- participating in SOAR (Summer Orientation) and Explore (Admissions visitation weekends) programs;
- opportunity to assist with divisional projects (Administrative Hearing Panelist, Divisional Committees, etc.);
- co-advising the Resident Students Association or advising the National Residence Hall Honorary chapter;
- assisting with the planning of campus-wide educational and social activities.

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.

BENEFITS

TIME OFF



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)**

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

Rates for 2021-2022 parking permits are: Annual Cost: \$424 (Basic); \$140 (Premium Lot Access); \$15 (2nd Vehicle)

EDUCATION

Three 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.

QUALIFICATIONS & REMUNERATION

APPLICATION & INTERVIEW

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 & high-speed internet), a modest meal plan, professional development assistance and complete state benefits package (health care, retirement, etc.).

APPLICATION

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.

INTERVIEW

We will be conducting virtual interviews in March and April.





UNC CHARLOTTE

Housing and Residence Life

Please visit housing.uncc.edu/employment for additional information about the position, the University or our department.

If you have additional questions, please email hrlrecruitment@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.

housing.uncc.edu | 704.687.7501 |    [@unccharlottehrl](https://www.instagram.com/unccharlottehrl)