

Area IV Coordinator: Assistant to the Director for Residence Life

Job Description

The **AGS Director for Residence Life** plays a vital role in the **Arkansas Governor's School (AGS)** residential life program at **Arkansas Tech University (ATU)**. This position supports the **Arkansas Governor's School** team in overseeing dormitory operations, training staff, and ensuring the safety and well-being of high school students participating in AGS.

Key Responsibilities

1. Staffing & Training

- Recruit, interview, hire, and train student **Resident Directors (RDs)**, **Resident Assistants (RAs)**, and the **Social Activities Director (AD)** for AGS.
- Develop and implement a **comprehensive training program** tailored to AGS, ensuring RDs and RAs understand policies, emergency procedures, and their roles in a residential setting.
- Coordinate ongoing supervision and daily check-ins with RDs and RAs to ensure effective communication and adherence to best practices.

2. Housing & Logistics Management

- Oversee pre-session **room assignments** and **dorm reservations** for students, faculty, and staff.
- Develop and execute session **move-in, move-out, and check-out processes**, ensuring efficiency and organization.
- Ensure **student whereabouts are accurately tracked**, including following up on class attendance, event attendance, and curfew checks.

3. Student Oversight & Safety

- Serve as the **primary point of contact** for student location tracking, responding to attendance discrepancies at designated roll-call times.
- Manage **curfew enforcement** and handle any missing student situations in coordination with RDs and RAs.
- Ensure the proper support structure is in place for handling of **emergencies during the evening and early morning hours**.
- Ensure the proper structure is in place and protocols are adhered to by **deescalating and logging disciplinary incidents**, elevating issues as needed to the **AGS Director**.
- Maintain an accurate and up-to-date **log of all residence hall activity**, including absences, check-outs, disciplinary issues, incident reports, and building and room issues.

4. Residence Life Operations & Support

- Conduct **regular meetings** with RDs, RAs, and AD to assess performance, address concerns, and ensure adherence to training guidelines.
- Ensure there is an RA presence in the Camp Office, dorm office (if timing is appropriate), and at mandatory and optional evening events.
- Oversee **customer service, check-in/check-out procedures, incident reporting, and overall dormitory management.**
- Work closely with the **AGS Director** to ensure all residence life policies are appropriate for high school students.
- Participate in **periodic leadership meetings** with the **AGS Director** and other administrative staff.

Estimated Time Commitment

Pre-Session Duties:

- **Staff Recruitment & Training:**
 - Reviewing applications & interviewing candidates: **12 hours**
 - Training RDs: **32 hours**
 - Training RAs: **12 hours**
 - **Subtotal: 56 hours**
- **Move-In/Move-Out Logistics:**
 - Planning and setup: **4 hours**
 - Overseeing move-in/move-out: **12 hours**
 - **Subtotal: 16 hours**

During AGS Session:

- **Daily Responsibilities:**
 - Morning and afternoon/evening attendance tracking: **2 hours/day**
 - Updating absence logs & reviewing reports: **20 minutes/day**
 - Handling student location issues at curfew: **as needed**
 - **Subtotal: ~73 hours**
- **Administrative Oversight & Meetings:**
 - Record-keeping and reporting: **30 minutes/day**
 - Weekly or bi-weekly director meetings: **1–1.5 hours/week**
 - **Subtotal: ~92 hours**

Ideal Candidate Qualifications

- Experience in **residence life, student affairs, or high school administration.**
- Strong leadership and **conflict resolution skills.**
- Ability to **effectively train and manage staff.**
- Experience working with **high school-aged students.**

- Strong **organizational and communication** skills.
- Ability to respond to **emergencies and enforce policies** in a high school residential environment.

Important Information for Candidate Internal to Arkansas Tech University

In order for an individual who is currently employed by the University to receive separate remuneration for employment at camps, seminars, and workshops, the employee must take annual leave and must also have the appropriate paperwork for concurrent employment completed, approved, and filed with the Arkansas Department of Finance and Administration as well as either the Office of Human Resources or Academic Affairs, as appropriate.