

SEATTLE UNIVERSITY

HOUSING AND RESIDENCE LIFE

First Hill Assistant Residential Community Coordinator (FH ARCC)

Housing and Residence Life Student and Campus Life Team

Position Summary

The Assistant Residential Community Coordinator (ARCC) is a graduate assistant role within Housing and Residence Life (HRL). HRL has various ARCC positions across two campuses: one in Bellarmine Hall; two in Campion Hall; two in South Campus (Murphy, Douglas, and Chardin); one in North Campus (Xavier Global House, Yobi, and Vi Hilbert Hall); and one to two at Seattle University's South Lake Union (SLU) campus. ARCCs live in a provided on-campus apartment and serve in a 24/7/365 on-call duty rotation. Responsibilities per ARCC vary by community based on staffing and operational needs. First Hill ARCCs live and work at Seattle University's First Hill campus, with some occasional commitments on the South Lake Union campus.

ARCCs support daily operations and community development and assist with departmental processes such as hall opening and closing, and the recruitment, selection, and formation of student staff (Resident Assistants, Desk Assistants). Additional responsibilities include, but are not limited to, supervising student staff, adjudicating Integrity Formation cases and following up on Care cases, responding to crises, and participating in a 24/7/365 on-call duty rotation. First Hill ARCCs participate in the 24/7/365 Senior Team duty rotation specific to the First Hill campus. First Hill ARCCs report to the Residential Community Coordinator of their respective residential community on the First Hill campus, with indirect supervision provided by the Associate Director of Community Engagement and Learning Initiatives (AD-CELI) and HRL Leadership Team.

Anticipated Learning Opportunities

Each Assistant Residential Community Coordinator position is designed to provide an experience for graduate students to develop skills and competencies in translating theory to practice, teaching and training, administration and management, multicultural awareness, helping and interpersonal skills, assessment and evaluation, and ethical and legal experience. Specifically, the ARCC will have the opportunity to cultivate skills around student staff supervision (inclusive of hiring, training, and assessment), student leadership advising, conduct administration, crisis management, and development as a professional.

Essential Responsibilities

Student Staff Supervision/Student Leadership (40%)

- Assist with recruitment, selection, formation, co-supervision, and evaluation of 8-10 Resident Assistants (RA).
- Assist with development of residential community RA staff expectations, goals, and objectives.
- Assist with Resident Assistant (RA) staff development activities through departmental formation nights, departmental committees, and community staff meetings.
- Assist with the recruitment and selection of desk staff.
- Support RAs in community development and program planning efforts.
- Meet regularly with Resident Assistant staff to support resident needs, address community concerns, and assist with student staff development.
- Support the development, implementation, and assessment of the Redhawk Residential Experience (RRE).

Departmental Responsibilities (25%)

- Attend the professional staff orientation and formation that includes Senior Team Summer Formation, Graduate Assistantship Training, Student Staff Formation, and Housing and Residence Life formation programs throughout the year.
- Attend weekly Housing and Residence Life department meetings and community staff meetings.
- Work outside of standard business hours as needed for building staff meetings and departmental processes, such as but not limited to Opening, Closing, HRL Formation Nights, community development, and programming efforts.
- Participate in the Division of Student Development in-services, programs, and initiatives.
- Assist in various professional and paraprofessional staff recruitment and selection processes.
- Participate in departmental committees.
- Other duties assigned by the supervising Residential Community Coordinator or HRL Lead Team.

Conduct Administration, Crisis Management, & CARE (25%)

- Serve in the Senior Team On-Call Duty rotation for the First Hill campus to support RAs on call and provide HRL professional staff on-campus response for emergencies and crises during non-business hours (including but not limited to holidays, weekends, and university breaks).
- Assist the RCC in upholding the Student Code of Conduct and residence hall policies.
- Serve as a Conduct Administrator to adjudicate Integrity Formation cases.
- Assist RCC in following up with distressed students through in-person conversations or email as necessary.
- Assist RCC in administering roommate agreements and mediating conflicts.

Building Operations (10%)

- Assist RCC with the daily operations and community development of SU's SLU residential campus.
- Assist with various processes related to student health and safety including room checks.
- Assist with residence hall opening and closing preparations.
- Meet and/or communicate with the RCC and Public Private Partnership (P3) representatives regarding facilities and building maintenance concerns, if applicable (South Campus and North Campus residential communities include P3 residential communities).

Anticipated Work Schedule

The ARCC and will work an average of 20 hours per week, typically during standard business hours. Some times of the year (e.g., formation, opening, closing, on-duty weeks) might require more hours and/or work outside of standard business hours. The housing and meal plan stipend covers the additional hours during Fall Formation and the on-call and emergency response responsibilities. The ARCC is expected to attend weekly regular meetings (department meetings, student leader evening staff meetings); however, each ARCC has some flexibility in determining their specific office hours within the departmental structure.

To support on-call duty response operations, ARCCs may be expected or asked to serve on call for University Breaks (i.e., Thanksgiving, Winter, Spring) and may be scheduled for on-duty responsibilities during these times. If not scheduled during breaks to serve on-call, ARCCs are asked to remain for 24 hours each quarter after the RAs are released.

The ARCC will be paid tether pay when on-duty but not actively responding to incidents. The ARCC will be paid their regular wage when performing normal job functions or responding to incidents while on-duty.

While exact position agreement dates are to be determined at the time of a position offer, to support Seattle University's First Hill campus operations, the commitment of this position runs from mid-August 2026 to mid-June 2027, and First Hill ARCCs are expected to be available for all formation and training dates and position commitments during this tenure.

Compensation:

- **Hourly Pay:** \$24.62/hour (graduate student rate)
- **Tether Pay:** \$4.00/hour while on-duty
- **Room & Board:** The ARCC is provided a furnished on-campus apartment at SU's SLU campus and a meal plan throughout the duration of their employment.

Minimum Qualifications and Skills:

- Admitted or current full-time graduate student with good academic standing.
- Demonstrated student leadership experience
- Communication, organizational, administrative, and managerial skills
- Shows initiative, enthusiasm, and programming skills
- Ability to serve as a positive role model and educator to students
- Demonstrated commitment to social justice and inclusion

Preferred Qualifications and Skills:

- Graduate student in the Student Development Administration program or related field, i.e., Social Work, Counseling, Education.
- Experience as an RA or in a residential life leadership role
- Supervision experience
- Advising experience
- Conduct administration experience

Application Instructions:

If currently enrolled at Seattle University and you have access to Handshake, please submit a cover letter and resume on the Seattle University Handshake website. If you do not have access to Handshake because you are beginning your graduate studies in Fall 2026, please send a resume and cover letter to Katie Steele, Associate Director of Community Engagement and Learning Initiatives, at steelek@seattleu.edu. The priority deadline for consideration is Friday, February 13th, with applicants being considered on a rolling basis after the priority deadline until positions are filled.