

SEATTLE UNIVERSITY

HOUSING AND RESIDENCE LIFE

South Lake Union Assistant Residential Community Coordinator for Operations (SLU ARCC-O)

Housing and Residence Life Student and Campus Life Team

Position Summary

The Assistant Residential Community Coordinator for Operations (ARCC-O) 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 two at Seattle University's South Lake Union (SLU) campus – one ARCC and one ARCC-O. ARCCs/the ARCC-O live in a provided on-campus apartment and serve in a 24/7/365 on-call duty rotation. Responsibilities per ARCC(O), vary by community based on staffing and operational needs. The SLU ARCC and ARCC-O live and work at Seattle University's SLU campus, with some standing meetings on the First Hill campus.

The ARCC-O supports daily desk operations and community development, and assists with departmental processes such as hall opening and closing, and the recruitment, selection, and formation of student staff (Resident Assistants and Desk Assistants). Additional responsibilities include, but are not limited to, supervising student staff, adjudicating Integrity Formation cases, following up on Care cases, responding to crises, and participating in a 24/7/365 on-call duty rotation. SLU ARCCs participate in the 24/7/365 Senior Team duty rotation specific to the SLU campus.

The ARCC-O coordinates the operations of the residence hall front desk, manages desk supplies and equipment, and assists in other building projects and processes. The ARCC-O assists the Senior Residential Community Coordinator (SRCC) with the supervision of Desk Assistants (DA) through accountability measures, DA performance feedback, and task delegation.

The ARCC-O serves as the primary means of communication for all front desk staff and as a liaison between the DAs and Housing and Residence Life. The ARCC-O integrates the needs of the residents, staff, and Housing and Residence Life into desk operations.

The SLU ARCC-O reports to the Senior Residential Community Coordinator on the SLU campus, with indirect supervision from the Associate Director of Community Engagement and Learning Initiatives (AD-CELI) and the HRL Leadership Team.

Anticipated Learning Opportunities

Each ARCC/ARCC-O position is designed to provide graduate students with opportunities to develop skills and competencies in translating theory into practice, teaching and training, administration and management, multicultural awareness, helping and interpersonal skills, assessment and evaluation, and ethical and legal experience. Specifically, the ARCC-O will have the opportunity to cultivate talents in student staff supervision (including hiring, training, and assessment), student leadership advising, conduct administration, crisis management, and professional development.

Essential Responsibilities

Student Staff Supervision/Student Leadership (40%)

- Assist with recruitment, selection, formation, co-supervision, and evaluation of 8-10 Desk Assistants (DAs).
- Assist with the development of desk staff expectations, goals, and objectives.
- Assist with Student staff development activities through departmental formation nights, departmental committees, and community staff meetings.
- Assist with the recruitment and selection of desk staff.
- Serve as the primary coordinator of the residential community desk and its function.
- Assist with managing all desk-related administrative tasks, keys and key inventories, package processing, monitoring communication logs, updating rosters, and monitoring equipment check-in and check-out
- Coordinate desk schedule for hours of operation, including university breaks and holidays.
- Support DAs' community development and program planning efforts.
- Meet monthly with Desk 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).
- Assist with managing all desk-related administrative tasks, keys and key inventories, package processing, monitoring communication logs, updating rosters, and monitoring equipment check-in and check-out
- Coordinate desk schedule for hours of operation, including university breaks and holidays.
- Facilitate monthly desk staff meetings with the SRCC.
- Create and maintain processes specific to the residence hall's desk.
- Create and update logs and procedures as needed.

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. Given that SU's South Lake Union and First Hill Campuses are on different academic calendars for the 2026-2027 school year, SLU ARCCs will attend their own ARCC/ARCC-O Senior Team Formation, and help facilitate Student Staff Formation at the SLU Campus, in conjunction with the Senior Residential Community Coordinator of the SLU campus.
- Attend weekly Housing and Residence Life department meetings and community staff meetings.
- Attend meetings between DCs, RCCs, and the Associate Director of Housing Services, as requested.
- 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 Senior Residential Community Coordinator for the SLU Campus or HRL Lead Team.

Conduct Administration, Crisis Management, & CARE (20%)

- Serve in the Senior Team On-Call Duty rotation for the South Lake Union 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 SRCC in upholding the Student Code of Conduct and residence hall policies.
- Serve as a Conduct Administrator to adjudicate Integrity Formation cases.
- Assist SRCC in following up with distressed students through in-person conversations or email as necessary.

Building Operations (15%)

- Assist SRCC 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.
- Monitor desk supplies and request replenishment when necessary.
- Ensure proper maintenance of desk equipment and recreational items in collaboration with Desk Assistants.
- Maintain accurate shift documentation in the Communication Log and review prior entries.
- Keep the desk stocked with required forms and review weekly.
- Regularly monitor and respond to the Desk Log and email.
- Meet and/or communicate with the SRCC and Capstone Management representatives regarding facilities and building maintenance concerns, as needed.

Anticipated Work Schedule

The ARCC-O will work an average of 20 hours per week, typically during standard business hours. Sometimes during the year (e.g., formation, opening, closing, on-duty weeks) may require more hours and/or work outside 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-O is expected to attend weekly regular meetings (department meetings, student leader evening staff meetings); however, each ARCC/ARCC-O has some flexibility in determining their specific office hours within the departmental structure.

To support on-call duty response operations, ARCCs/the ARCC-O 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, the ARCC-O/ARCCs are asked to remain for 24 hours each quarter after the RAs are released.

The ARCC-O will be paid tether pay when on duty but not actively responding to incidents. The ARCC-O 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 South Lake Union campus operations, the commitment of this position runs from mid-July 2026 to mid-May, 2027, and the ARCC-O is 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-O is provided a furnished on-campus apartment at SU's South Lake Union 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.