



Lake Superior State University

## Campus Life and Housing Resident Success Coach Position Description

### **BASIC FUNCTION AND RESPONSIBILITY:**

The Resident Success Coach (RSC) will serve as an integral part of the staff team working with on campus residents from various backgrounds and living experiences. The position responsibilities are diverse and require a significant personal commitment toward facilitating an academic emphasis.

**Duties listed below reflect those possible for this position. Since communities have different needs, specific duties will be discussed with the supervisor.**

### **DUTIES AND RESPONSIBILITIES:**

#### Academic Support

- Participate in the development and implementation of Laker Week. This includes attending and participating in programs, delivering academic programs, and developing relationships with the students.
- Participate in a staffing rotation in the Academic Study Centers of your living area, utilized for tutoring and quiet study locations.
- Become familiar with campus academic resources and keep residents informed of their existence and functions.
- Provide academic programs to meet student needs.
- Develop and maintain an academic bulletin board on assigned floor.
- Promote continued interaction between the students and their faculty advisor.
- Assist in tracking the academic success of the Laker Success Program, floor, and hall students.
- Assist students in identifying their academic goals.
- Provide interpretation of academic policies and procedures.
- Assist first year students during preregistration throughout the year.
- Participate in meetings to identify and develop interventions for at-risk students.
- Foster an inclusive community where all are welcome and differences are celebrated.

#### Staff Cooperation and Leadership

- Function as a cooperative team member in relationships with staff, promote consistency, help solve mutual problems, provide personal and paraprofessional support, and maintain prompt and open communication with members of the Housing & Residential Life staff.
- Develop necessary skills by attending staff meetings, training sessions (including fall training prior to the start of the academic year, and training throughout the year), and individual meetings with the supervisors.
- Assist the Resident Assistants with floor meetings, providing a focus on the academic environment and needs of the resident students.
- Participate in activities as a student and role model on the floor and within the building community.
- Participate on a Campus Life Leadership committee.
- Be present in the residence halls more than away.
- Perform other tasks as assigned by the Residence Hall Coordinator.

### **Self-Growth and Modeling**

- Serve as an appropriate role model to students by demonstrating good study habits, concern for the welfare of others, responsibility to one's community, positive social interactions, regard for a healthy lifestyle, and an open mind to diverse lifestyles, attitudes, and behaviors.
- Serve as a role model on and off campus in observing Federal, State, and local laws, as well as University, and Campus Life and Housing policies and procedures.
- Practice personal and professional growth by defining goals, taking action to meet those goals, and evaluating progress.

### **SUPERVISION RECEIVED:**

Functional and administrative supervision is received from the Residence Hall Coordinator.

### **MINIMUM QUALIFICATIONS:**

- Must be enrolled at Lake Superior State University and maintain full-time student status (12 undergraduate credits) at all times during employment, and be sensitive to the demands of the job when determining class schedules.
- RSCs wanting to take more than 18 credits per semester should consult with their supervisor (RHC/DCL) before registering.
- A minimum GPA of 2.75 (semester and cumulative) must be achieved upon hiring and for all subsequent periods of employment.
- Must be in good standing with the university conduct system (no conduct probation) and have no major conduct code violations.
- Must exhibit personal academic excellence, interest in tutoring and instructing, interpersonal skills, responsibility, organizational skills, energy, motivation, initiative, knowledge of campus resources, advising, and registration, and problem-solving skills.

### **DESIRED QUALIFICATIONS**

- Preference will be given to those with a strong, successful background in math, science, and English, although a well-rounded team will be developed.

### **REMUNERATION:**

Payment for the Resident Success Coach (RSC) position will be made in the form of a financial aid award and will cover the basic room rate. If any of the dining and/or housing charges are not present on the RSCs account, the financial aid award will be adjusted as to not exceed charges, unless an exception is made (in the case of a meal plan waiver). No additional food service is guaranteed outside of the academic year food service operation.

The RSC will forfeit any additional housing dedicated institutional aid that would cause the award to exceed any housing and/or dining related charges. This includes but is not limited to any Board of Trustees awards for room and board or institutional awards conditioned on the recipient residing in university housing. Any waiver of institutional fees may affect the amount of financial aid awarded to a student. To assess the impact of the RSC Room and board abatement for an individual student, please contact the LSSU Financial Aid office.