



**Tropicana Student Living (TSL)  
Area Coordinator 2020-2021**

The Area Coordinator (AC) is responsible for participating in the implementation and on-going development of the student personnel, community development and academic/social programs at Tropicana Student Living. This is a full-time live-in position designed for an individual with at least a bachelor's degree and at 1-3 years of experience in residence life or equivalent leadership experience. Staff direction and supervision are provided by the Director of Residence Life, in coordination with the Executive Director who is ultimately responsible for all aspects of residence life. Staff support for the AC includes; 3 Resident Director's (RD's) and 22 Resident Assistants (RA's) between our three properties. The range of responsibilities for the AC includes the following:

**Supervision, Staff Selection, and Training (in coordination with the Director of Residence Life)**

- Supervision of RD's and RA's, to include delegation of responsibility, direction in all aspects of their job, weekly staff meetings and bi-weekly one-on-one meetings (w/ RD's). Additional meetings are held on an as-needed or emergency basis.
- Implement and facilitate the Professional Development (staff training and leadership development) program for all units. (P.A.C.O)
- Work with the Office of Residential Life at University of California - Santa Barbara (UCSB) and Santa Barbara City College (SBCC).
- Provide residence life staff with Spring and Fall Training programs as well as on-going in-service programs emphasizing skills/resources and development of diversity.
- Assist in coordinating and/or oversee search processes for staff members in all units. Assist the Director of Resident Life to design and implement the yearly RA Selection Process, and help oversee selection processes for the hiring of other student and paraprofessional positions.
- Assist with the selection and training all RD's, RA's

**Residential Life**

- Lead and supervise a team of three (3) undergraduate Resident Directors to help them facilitate the development of a community which provides educational opportunities for students and teaches group/individual decision making and leadership skills.
- Oversee the Programming elements in each building by working with each RD to provide academic/educational, social, diversity, and outreach/recreational programs that speak to a wide variety of interests, lifestyles, backgrounds, and needs.
- Counsel, consult, and advise students on an individual and group basis, as necessary, and refer when appropriate to proper helping/resource agencies at UCSB/SBCC.
- Develop channels for student input/representation in matters involving policy, program, and procedural decisions, to provide support for student government organizations, and to respond fairly and openly to student leadership groups.
- Supervise and assist each RD as they create and advise (at each property) the student counsels (TSO/VSO) Student Organization. Work with RD's and RA's in advising officers responsible for activity planning and self-governance.



### **Responsibilities- Residential Life, Programming and TSO**

- Attend all RD & RA retreats training unless approved by Director of Residence Life
- Facilitate the development of an environment that provides educational opportunities for students and teaches group and individual decision-making and leadership skills.
- Assist the Director of Residence Life, Resident Directors, Tropicana Student Organization (TSO) and other Resident Assistants to provide educational, social and recreational programs that speak to a wide variety of interests, lifestyles, backgrounds, and needs.
- Record, assess, and evaluate the PACO Programming model (wellness model) with the Director of Residence Life.
- Develop channels for student input/representation in matters involving policy, program, and procedural decisions, to provide support for student government organizations, and to respond fairly and openly to student leadership groups.
- Remain knowledgeable in all aspects of Tropicana's operations including but not limited to: leasing, applications, contracts, accounting, conduct, residence life, etc. If you do not know the answer, you need to know where to find the answer or who to contact.
- Understand how to make/update/assign new Salto and/or Saflok keys during your shift.
- Support your RD's & RA's in programs monthly.
- Other duties as assigned.

### **Responsibilities- Student Conduct**

- Aid in coordinating all aspects of the student conduct system including policy design, implementation, education and enforcement.
- Document and/or adjudicate behavior that is not acceptable to our rules and regulations at Tropicana Student Living.
- Familiarize yourself with alcohol and drug issues surrounding college-aged students, how alcohol and drugs affects your body, alternatives to drinking, drug use, and other issues related to alcohol and drugs.
- Educate and train RA's on how to address different incidents and alleged policy violations.
- Debrief with live-in staff after each incident if involved in a situation.
- Make sure e-mail is sent out to Director of Residence Life and Executive Directors anytime an ambulance has been called onto property that same night it occurred.

### **Program Coordinator Responsibilities:**

- Ensure all programs are properly proposed, budgeted, promoted, and completed. On a weekly basis, report to the Director of Residence Life any issues or suggestions you may have to improve this area.
- Required to work with each RD/RA on programming and help each RD to make sure each of their RA staff is following the Programming Model.
- Monitor each RD to ensure their RA's complete their monthly programming responsibilities.
- Meet with each RA and their RD the first month of every new quarter or semester to go over programming and any issues.
- Supervise each RD with the assigning and monitoring of any EA Points needed for not completing a Programming task.
- Monthly emails with programming updates are required.
- Work with the Director of Marketing to gather content for Trop Talk and Social Media posts.
- Update Kitcast on a weekly basis
- Assist each RD with check newsletters every 1<sup>st</sup> of the month.
- Assist in any programs you may be available with either set up or tear down.
- Update Filemaker with TSO budget information and floor budgets.



- Approve program proposals daily and file program evaluations daily.
- File reimbursement forms weekly.
- Audit Filemaker and Reimbursements on a monthly basis
- Update Programming Binder monthly
- Update Programming Calendar weekly.
- Report back to RDs/ Direct of Residence Life of any programming changes
- Create the yearly big programming calendar and budgets assigned
- Assist with programming during the first 6 weeks (including WOW and first floor programs).
- Other duties as assigned.

#### **Duty:**

- Full duty is required for the first 6 weeks of the building opening. Spring Insight (required) Possibility of Additional required weekends that may arise but are not limited to: St. Patrick's Day, Deltopia, Cinco De Mayo. Time off must be approved by the Director of Residence Life. **Facilities Management**
- Make suggestions and requests for major maintenance purchases to Director. Monitor the effectiveness, repair and replacement of all building equipment.
- Assist in making on-site and off-site (during off-site TSL sponsored programs) emergency decisions.

#### **Student Conduct**

- Counsel students regarding behavioral concerns. Track on-going behavior issues through Information Reports and correspondence. Utilize a variety of educational sanctions ranging from special projects to probationary letters. Assist with the coordination of eviction proceedings in cases of extreme behavior concerns.

#### **Residential Administration**

- Assist Office Managers in overseeing general office procedures such as reception services, correspondence, etc. Facilitate an office environment that emphasizes a service orientation.
- As needed, work with other staff in the collection of monthly housing payments, and counseling students on financial issues.

#### **Contracts Management**

- Share in coordinating marketing efforts to new students and retention strategies for current residents. Participate in the yearly revision of the housing contract, rates and accompanying materials. Coordinate open house and tours for UCSB Preview Days and Orientation Days.
- Assist with Director of Front Desk Operations for Hiring, firing, training and selection of Spring Insight Tour guides.
- Work closely with the Residential Contracts Office at UCSB/SBCC (and other privately-owned buildings) in gaining referrals, setting housing deadlines, projecting numbers of applicants, etc.
- Work with office staff in processing applications, issuing and accepting contracts, making room assignments, and preparing contracts/move-in information and correspondence.

#### **Employee benefits are as follows:**

- As the Assistant to the DRL, you will receive room and board within Tropicana Student Living residence hall as compensation for your services. We will provide a one or two bedroom apartment (based on TSL's needs at the start of your contract). We are currently shuffling things around between our on-site professional positions, so this apartment could be a one-bedroom or a two bedroom apartment.
- You will also receive a parking space as part of your compensation package in one of our five parking lots.



- A salary in the range of \$25,000 to \$35,000 based on education and years of professional experience in addition to your room/board.
- Medical and Dental package that TSL offers to its full-time staff.
- 10 Paid Holiday's.
- After probationary period of 90 days, you would be eligible for 15 PTO (sick or personal) a year.

**Assistant to Direct of Residence Life:**

- Assist with organization of RA Training and Selection.
- Assist with organization of office space and storage facilities.
- Work closely with student needs, helping connect residents to volunteer opportunities, internships, organizations and clubs on campus, etc.
- Other duties as assigned.

**Requirements:** Bachelor's degree required. At least 1-3 years of experience in the field of Residence Life or related field or leadership experience.