RUTGERS–NEW BRUNSWICK
Residence Life
Division of Student Affairs

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Residence Life Operations Coordinator for Student Orientation and Transition Programs

Position Overview
We are seeking two high-performing and motivated grad students that are technologically and logistically minded and excited to provide incoming students with a positive campus experience and introduction to Rutgers Residence Life policies and procedures.

The Residence Life Operations Coordinators work closely with Student Orientation and Transition Programs (SOTP) throughout the summer in support of all New Student Orientation (NSO) sessions, welcoming upwards of 7,000 incoming first-year & transfer students.

This is a full-time (average 35 hours/week) paid position. Summer housing is provided. Hours will vary on check-in days vs. checkout days.

Tentative Calendar
May/June: participate in both Residence Life and NSO training, including an off-site NSO Staff Retreat.
June through August: attend and manage 20+ NSO SESSIONS, Monday through Friday.

Responsibilities will include everything related to the students' occupancy in NSO housing in the Suites on the Busch Campus:

- attend all NSO check-ins and outs and supervise the registration staff.
- prepare all keys and temp access cards for use by NSO.
- maintain the inventory of all keys and temp access cards throughout the summer.
- oversee the on-site assignment process for NSO, including special accommodations.
- management of all RUID cards and distribution logs for incoming students.
- resolve database issues and assignment conflicts.
- ensure the security of all residential buildings by promptly addressing lost keys and access cards
- communicate with Facilities partners regarding occupancy, turnover, and maintenance concerns.
- troubleshoot issues with all the above throughout the summer.
- provide recommendations and create processes to streamline operations.
- collaborate with Residence Life and Student Orientation & Transition Programs to establish best practices for future summers.