

NOTICE OF VACANCY
Alabama School of Fine Arts
Job Description

TITLE **Assistant Residential Life Coordinator (ARLC)**

JOB GOAL	The ARLC functions as a shift leader and programming support for a team of 7 RAs serving a residence hall of 60+ high-school students between 7th and 12th grade.
REPORTS TO	Residential Life Coordinator

Performance Responsibilities & Expectations:

- Reside on campus and cover overnights in the dorm until 8 am on nights worked.
- Facilitate checking students in and out of the program from the dorm desk while also covering the dorm phone to respond to parent permissions, requests, and inquiries.
- Serve as a role model for professionalism for the RAs while making observations and suggestions to the RLC to build and nurture a stronger more cohesive team.
- Help RLC develop start-of-year training, evolving goals, set agendas for regular meetings, and gameplan for ongoing training to support the staff throughout the year.
- Support the programming efforts of the RAs by helping with planning and acquiring resources and materials in line with budget priorities set by RLC.
- Weekly Room Inspections and nightly and end-of-day reports.
- Identify ways to grow and improve services for residents and their parents.

Compensation:

- Salary based on experience
- Free housing with a private room (communal bathroom and kitchen).
- Free internet, cable, parking, and meals from the cafeteria when school is in session.
- Opportunity to enroll in all state school-related benefits such as health/dental/vision insurance, a retirement plan, and sick leave.

Applicant Requirements:

- A minimum of a bachelor's degree in education, psychology, social work, or a related field and 2 years of residential experience.
- Comfortable with change and focus on developing and evolving residential policy.
- Must be at least 21 years old with a valid driver's license and a clean driving record.
- Pass a background check.

Service Term: This is a ten-month position (June and July off). The ARLC works five days a week including weekends. The weekly work schedule is Tuesday – Saturday. School breaks as determined by the year schedule.

To apply: Email Jamie Plott at jplott@asfa.k12.al.us with a resume, cover letter, and a list of three references with contact information. Please only apply once for this position.