The New Start Summer Program is an intensive six-week experience for incoming college first-year students (focus on Arizona residents), providing a 3 or 4-unit course in Math, English, or Anthropology, a 3-unit “Topics in Leadership” course, a comprehensive orientation to the UA campus, a living-learning community, and a variety of social activities. The target enrollment for the 2023 New Start Summer Program is 330 participants with approximately 100 living in the residence hall.

The Hall Coordinator serves as the professional staff member for the student staff in the residence hall, supporting the student coordinator and resident assistants, and assists in crisis management and judicial review. During the spring semester, the grad student in this position will work 5 hrs/wk to attend meetings, assist with hiring, and prepare for summer. **During the summer program, this will be a live-in position requiring an average of 35 hrs/wk. The pay rate is $20/hr.**

The New Start GCD will directly supervise and evaluate a staff of 5 New Start resident assistants. They will collaborate with our RA Student Coordinator to develop a welcoming residence hall environment for students and staff alike. They will attend New Start student conduct cases with the Residence Life Community Director as they arise.

**Responsibilities Include:**
- Assist Senior Coordinator with staff development and program planning/communications (approx. 5 hrs/wk from March-May)
- Serve as the primary contact for Conference Services;
- Provide supervision of and support for the Student Coordinator;
- Serve as the secondary supervisor of 5 resident assistants;
- Help in the planning, coordination, implementation and evaluation of resident assistant training;
- Evaluate resident assistants, including mid- and end-of-program performance reviews;
- Enforce the rules of the New Start Summer Program including staff disciplinary issues;
- Enforce HRL community standards, including attending New Start student conduct cases with the Housing and Residential Life Community Director, as they arise.
- Review hall program agendas and attend staff meetings;
- Review resident assistant programming outlines and provide critical feedback;
- Maintain accurate and complete records for student behavioral violations and judicial review;
- Assist in the planning, coordination, implementation and evaluation of New Start activities;
- Attend program-wide events and activities.

**Qualifications:**
- Extensive knowledge and understanding of university resources as well as policies and procedures;
- Excellent communication skills;
- Ability to foster an open and noncompetitive work environment;
- Ability to give and receive constructive criticism;
- Demonstrated ability to relate to students from diverse backgrounds

**Details and Dates:**
- On-campus housing for the duration of the position is provided.
  - **Live-in dates: May 30 - July 22**
  - July 21: Participant move-out
  - July 22: Residential Staff move-out