DEAR CANDIDATE

Okay, so you’re looking for a job and this is the umpteenth brochure you looked at; they’re all starting to look the same. Wait! Read this one, it’s different. Yes, we’ll use some of the same words, but we’re quite different. The University of Iowa is Big Ten, but we’re Big Ten without acting like it. We’re a large school, with a small school feel in the residence halls. We have staff members who love their jobs and are provided with opportunities across campus.

The University of Iowa is not for everyone. It is for those who want responsibility for a large number of students. It is for those who want the opportunity to stretch themselves developmentally and professionally. It is for those who are looking for a professional future in housing or residence life.

Our staff is comprised of people who are actively involved leaders in regional and (inter) national associations. We see this as not only our mission, but also our obligation and privilege. We provide all levels of staff the opportunity to learn more about the housing profession and to become actively involved through conference attendance, committee work, and mentoring. We are excited about your potential involvement in areas you are passionate about and are inspired to provide you with an opportunity to be mentored or mentor other future professionals into the housing field.

Every student who lives in the residence halls is part of a living learning community. With 27 LLCs based on academic majors or interests, students are sure to find a community in which they will feel comfortable. If you believe that residence halls not only complement the academic mission of the university, but are critical for students to share their in-class learning or interests with other students, then the University of Iowa is for you!

We help students sustain the IOWA Challenge: to Excel academically; Stretch to embrace diversity; Engage in positive student life and leadership; Choose a healthy lifestyle; and Serve in their community. We are in the business of helping students learn, develop and have fun.

We believe students should have expectations of the residence hall staff and we should exceed those that benefit our resident students. At the same time, we consider our department a training ground for professionals. We consider the relationship with our staff a two way street. It’s not only “what you can do for us”, but “what we can do for you!”

Create. Work with talented individuals. Take courses from some of the most respected names in higher education. Be a mentor. Experience housing assignments, food services, technology, and facility management. Lead. Be a colleague to more than a dozen people. Make a difference. Be a part of our future by shaping your future at Iowa. Opportunities await you.

We look forward to visiting with you!

Dr. Von Stange
Assistant Vice President for Student Life and Senior Director, University Housing & Dining

Greg Thompson
Interim Director of Residence Education
University Housing & Dining
THE UNIVERSITY OF IOWA

A GROWING INSTITUTION

The University of Iowa continues to be a leader in education across the country. As a result, student enrollment continues to increase. Total enrollment at The University of Iowa during the fall semester 2016 was 33,334 students, an increase of 1,184 from the fall 2015 total enrollment. [1]

Many students choose to live in the residence halls. Living on campus provides many benefits to the student including; student support services, inherit friendships that are part of residence hall experience and a sense of community. As a result, total student occupancy in the residence halls during the fall semester 2016 was 6,702, an increase of 145 residents from the fall 2015 total of 6,557. [2]

It is clear that students enjoy the experience of living on campus. The University of Iowa also offers one of the lowest costs of living on campus compared to other institutions. Take a look at the chart below to see how Iowa compares:

COMPARABLE PEER UNIVERSITIES RATE COMPARISON

<table>
<thead>
<tr>
<th>UNIVERSITY</th>
<th>2015-16</th>
<th>2016-17</th>
<th>MEAL PLAN INCLUDED IN ‘16-’17 RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCLA</td>
<td>$14,090</td>
<td>$14,665</td>
<td>19 meals/week</td>
</tr>
<tr>
<td>Michigan</td>
<td>$10,554</td>
<td>$10,872</td>
<td>Unlimited</td>
</tr>
<tr>
<td>N. Carolina</td>
<td>$10,380</td>
<td>$10,642</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Illinois</td>
<td>$10,348</td>
<td>$10,628</td>
<td>12 meals/week + 15 Café Credits</td>
</tr>
<tr>
<td>Texas</td>
<td>$9,757</td>
<td>$10,223</td>
<td>$1,500 debit plan + $300 Bevo Bucks</td>
</tr>
<tr>
<td>Indiana</td>
<td>$9,795</td>
<td>$10,041</td>
<td>Debit plan of $1,300</td>
</tr>
<tr>
<td>Ohio State</td>
<td>$9,830</td>
<td>$9,920</td>
<td>10 meals/week + $300 debit plan</td>
</tr>
<tr>
<td>Arizona</td>
<td>$8,750</td>
<td>$9,530</td>
<td>$3,550 debit plan</td>
</tr>
<tr>
<td>Iowa</td>
<td>$9,037</td>
<td>$9,301</td>
<td>220 meals/semester</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>$8,828</td>
<td>$9,074</td>
<td>$1,250 debit plan</td>
</tr>
<tr>
<td>Minnesota</td>
<td>$8,744</td>
<td>$9,058</td>
<td>14 meals/week + $200 debit plan</td>
</tr>
</tbody>
</table>

Double occupancy and primary board plan rates shown. Comparison institutions selected based on comparable on-campus population size and student body make up.

UNIVERSITY HOUSING & DINING

VISION
Our vision is to be a housing and dining program that is a leader in campus living.

UH&D MISSION
University Housing & Dining (UH&D) complements the academic mission of the University of Iowa by providing clean, well-maintained, secure, healthy, and affordable housing and dining programs designed to meet the diverse and evolving developmental, educational, and nutritional needs of students living in a multicultural community.

CORE VALUES
UH&D provides dedicated customer service - a desire by all staff to make residents and guests feel welcome and demonstrate pride in working at the University of Iowa.

UH&D is a self-supporting enterprise that invests in our students and facilities while delivering quality services and maintaining competitive rates.

UH&D provides modern security features and educates residents to share responsibility for personal safety by making informed choices.

UH&D is committed to fostering the academic, social, cultural, and personal growth of residents through the teaching of life skills and responsible citizenship.

STATEMENT OF COMMUNITY & DIVERSITY
University Housing & Dining is committed to a socially just community that encompasses diverse identities, ideas, experiences, and interests that infuse equity and inclusion. Everyone who chooses to live in, work in, or visit our residential communities must understand that we will not tolerate any form of bigotry, harassment, intimidation, threat, or abuse, whether verbal or written, physical, or psychological, direct or implied. All civilly-expressed opinions and ideas are always welcome.

RESIDENCE EDUCATION

RESIDENCE EDUCATION MISSION
University Housing & Dining’s Office of Residence Education is a progressive team committed to the holistic development of students. We empower students to be successful by cultivating a sense of belonging, self-efficacy, and an appreciation for learning through involvement in living learning communities.

THE UH&D SYSTEM
The University of Iowa’s housing and dining system is comprised of eleven residence halls, three off campus leased properties, three dining marketplaces, ten retail cafés and convenience stores. Our halls are also home to fitness centers and instructional technology centers. These operations are supported by numerous professional, support, graduate, and undergraduate staff; support also comes from volunteer campus partners and student leaders. Many of these people are under the direction of Residence Education.
DEMOGRAPHICS

UH&D houses 7200 students, including 93% of UI's first year, all of whom are managed by Residence Education staff. Of these residents, 54% are women, 46% are men, representing 24 different countries, 45 states, and 90 counties in Iowa. Underrepresented groups make up 19% of our resident population. 95% of incoming students at the University of Iowa have a 3.0 GPA or higher; 62% of first year students have a 3.5 GPA.

FITNESS CENTERS, INFORMATION DESKS, & INFORMATION TECHNOLOGY CENTERS

Information desks hours vary by hall. Fitness centers, accessible 24 hours a day, are only open to students who live in the residence halls and live-in staff. Each Information Technology Center (ITC) is open 24 hours a day. Any university community member may use an ITC. All halls are equipped with proximity card access. This allows student living space to have an additional level of security beyond the public areas.

PART TIME STAFF, NON LIVE-IN STAFF & CAMPUS SUPPORT

RESIDENT ASSISTANTS

Among the eleven residence halls there are over 175 resident assistants living on the floors. Each RA is responsible for an average of 45 residents. RAs provide community development through programming, are first responders to situations through duty rounds, work desk hours and have a variety of administrative tasks to complete. Three students also serve as Community Assistants at Hawkeye Drive Apartments.

SUPPORT STAFF

The residence halls have full-time clerical staff working Monday through Friday. Each hall has at least one support staff member and an information desk. Student desk clerks work all other hours at the desk. Student desk clerks can live on-campus or off-campus.

CUSTODIAL & MAINTENANCE STAFF

Each residence hall is maintained by in house custodial and maintenance staff. Custodial staff work seven days a week and maintenance staff work weekdays, with weekend on call availability. Both custodial and maintenance staff operate and are supervised within University Housing & Dining. Emergency maintenance is available at the discretion of the professional staff member on duty within a neighborhood for emergency maintenance issues/concerns that arise after the regular business day hours.

UI DEPARTMENT OF PUBLIC SAFETY & IOWA CITY POLICE DEPARTMENT

The University of Iowa campus and the residence halls are served by the UI Department of Public Safety. Public Safety serves the campus through its police, security, and investigations divisions. The Department of Public Safety is comprised of officers certified through the Iowa law Enforcement Academy. The Iowa City Police Department assists and works with the Department of Public Safety in matters pertaining to the campus and residence hall communities.
GRADUATE ASSISTANT ASSISTANT HALL COORDINATOR

POSITION SPECIFIC SUMMARY
Required live-in position to assist in the day-to-day operations and student development mission of a university residence hall.

SUPERVISION RECEIVED
General supervision is received from the residence hall coordinator or other designated official.

SUPERVISION EXERCISED
Direct supervision of student desk staff and/or resident assistants as assigned.

QUALIFICATIONS
- A Bachelor’s degree and one year residence hall work or student leadership experience is required.
- Acceptance in Master’s Program is required. Acceptance into the Higher Education & Student Affairs Master’s Program is required.
- Excellent communication (verbal and written) and organizational skills.
- Ability to work with a diverse population.
- Creative and self-motivated individual with demonstrated leadership experience.
- Proficient in the use of Microsoft Office (Word, Excel, Access, etc.) software applications.
- Ability to handle multiple assignments, conflicting demands, and priorities.

KEY AREAS OF RESPONSIBILITIES
- Create, design and implement, along with hall coordinator(s) and other management staff in University Housing & Dining, a yearly developmental plan for the hall/complex which focuses on creating a community of learners that encompasses the entire hall operation/complex and its daily operation.
- Assist in managing day-to-day operations of a university residence hall.
- Assist in the development and implementation of living learning communities to help new students acclimate to

“No matter what, it all comes back to my students. Every day that I work here, I am reminded of why I joined the field, why the work I am doing matters, and the impact that I can have on the students’ experiences at the University of Iowa. That is why I come in every morning – because my students deserve the best effort I can possibly give every single day.”

ALEX WAAD
ASSISTANT HALL COORDINATOR - DAUM
life at the University of Iowa and in the residence halls.
- Establishes strong collaborative relationships with Residence Education Coordinators and LLC partners by providing support in carrying out the mission of each community for the well-being and success of the students.
- Provide oversight and support for Resident Assistants in the completion of to their living learning communities responsibilities
- Provide supervision to resident assistant staff as assigned.
- Recruit, select, supervise, train, and evaluate desk staff as assigned.
- Recommend disciplinary action and termination of employment of student staff.
- Assist in directing, scheduling, assigning, and monitoring the work of 24-hour desk staff as assigned.
- Assist in planning, directing, and supporting educational, academic, personal, and career decision-making programming for respective buildings in collaboration with the Residence Education Office.
- Assist in advising, directing, and providing leadership to building student government association(s).
- Assist residents in resolving housing, general living, personal, and academic problems and refer to appropriate advisory services.
- Respond to inquiries and concerns from students, staff, and public (including parents).
- Maintain appropriate administrative records.
- Assist in maintaining an acceptable level of appearance of the interior/exterior of buildings and grounds and communicate with custodial operations and maintenance management staff for major problem areas (i.e. newspapers, overflow of trash, garbage on sidewalks/stairs, major repairs, etc.).
- Showcase university residence hall facilities and services to prospective students, parents, and the university community.
- Assist in the planning, implementation, and evaluation of training workshops and in-service sessions prior to and throughout the academic year. Assist in the investigation of policy violation, damage, thefts, etc. Follow up with appropriate staff and students to determine accuracy.
- Support a discipline system that encourages responsible student behavior.
- Participate in development and implementation of University Housing policy. Inform staff of procedural and policy changes.
- Respond to emergencies on a twenty-four hour live-in basis. Participate in Neighborhood On Call System.
HALL COORDINATOR

POSITION SPECIFIC SUMMARY

Required live-in position that oversees the day-to-day operations and student development mission of a university residence hall building(s) and grounds from 300 - 1040 residents.

UNIVERSAL COMPETENCIES

• Shares appropriate information/feedback openly, professionally and respectfully.
• Models open, respectful, accepting, and supportive behaviors with team members.
• Maintains productive work relationships while considering multiple perspectives and using effective conflict resolution practices.
• Uses sensitivity in communicating with individuals of diverse backgrounds.
• Appreciates the difference between effort and achievement and produces results that are important to unit.
• Grasps the inevitability and challenges of change and adapts tactics accordingly; utilizes learning opportunities to prepare for changing work and methods.
• Demonstrates a willingness to carry out responsibilities and a positive approach to accomplishing work.
• Demonstrates an understanding of how work aligns to organizational mission, vision, and university environment.

BASIC QUALIFICATIONS

• Bachelor’s degree or an equivalent combination of related education and supervisory experience.
• Proficient in the use of Microsoft Office (Word, Excel, Access, etc.) software applications.

“It has been a pleasure to work with the amazing students and professionals on campus here at the University of Iowa. I have been met with a variety of opportunities and challenges as a developing professional in Student Affairs. I look forward to the adventure that each day brings.”

PAMELA LISOWE
HALL COORDINATOR - RIENOW
• Reasonable (1-3 years) experience in staff supervision, living learning communities, programming, university administration, budget management, knowledge of student development, and first year student transition.
• Demonstrates excellent written and verbal communication skills. Ability to effectively transmit, receive, and accurately interpret ideas, information, and needs through appropriate communication methods and behaviors at a working proficiency level.
• Enhances service by seeking ways to add value to customer interactions/services.
• Demonstrates sincere concern and takes responsibility when a customer complains, even if the cause of the problem lies elsewhere.
• Listens to feedback without defensiveness and uses it to enhance communication effectiveness.
• Communicates in alternative ways to accommodate different listeners.

DESIRABLE QUALIFICATIONS
• A master’s degree in counseling, student personnel, higher education or a related area is highly desirable.
• One year full time live-in residence hall experience desirable.

KEY AREAS OF RESPONSIBILITIES
• Participate in the development and implementation of academic initiatives and living learning communities; including maintaining effective working relationships with Residence Education Coordinators and Campus Partners.
• Plan, direct, and support educational, academic, personal, and career decision-making programming for respective buildings in collaboration with other Residence Education staff.
• Create, design and implement, along with Assistant Director(s) and other management staff in University Housing & Dining, a yearly community development plan for the residence hall and Living and Learning Communities that focuses on creating a community of learners that encompasses the entire hall, building operations and community partners.
• Advise, direct, and provide leadership to building student government association(s).
• Support residents in resolving housing, general living, personal, and academic problems and refer to appropriate advisory services.
• Respond to inquiries and concerns from students, staff, and public (including parents).
• Showcase university residence hall facilities and services to prospective students, parents, and the university community through admission tours and new student orientation.
• Provide direction, assignments, feedback, and coaching to assigned staff such as Resident Assistants, Desk Clerks, graduate assistants, union-contracted staff and/or student staff to assure outcomes are met.
• Ensure appropriate staff coverage in building or building complex.
• Manage the day-to-day operations of a university residence hall building(s), grounds, and staff.
• Prepare and oversee the preparation of special and periodic reports.
• Maintain appropriate administrative records.
• Assist in maintaining an acceptable level of appearance of the interior/ exterior of buildings and grounds and communicate with custodial operations and maintenance management staff for major problem areas (i.e. newspapers, overflow of trash, garbage on sidewalks/stairs, major repairs). Propose improvements to halls.
• Provide supervision to graduate assistants, resident assistants, desk clerks, student staff and support staff as assigned.
• Recruit, select, supervise, train and evaluate desk staff. Recommend disciplinary action, including termination of employment of student staff.
• Direct, schedule, assign, and monitor the work of information desk.
• Assist in the planning, implementation and evaluation of training workshops and in-service sessions prior to and throughout the academic year.
• Instruct the Resident Assistant training class which meets each semester.
• Assist in the investigation of policy violations, damages, thefts, etc. Follow up with appropriate staff and students to determine accuracy.
• Support a discipline system that encourages responsible student behavior.
• Participate in development and implementation of University Housing policy. Update student staff of procedural and policy changes.
• Participate in a live-in on-call emergency response rotation. Staff must be able to provide crisis response and respond to duty calls throughout campus. Duty vehicles are available for staff members that meet fleet services safety standards.
RESIDENCE EDUCATION COORDINATOR

POSITION SPECIFIC SUMMARY
The main area (60%) of responsibility is to collaborate with faculty, students and staff to assist in the development, implementation, coordination and administration of a dynamic and rewarding living learning community experience to best serve all residential students. The REC will also have responsibility for administrative duties within a designated area of residence education including front desk and summer conferences, Student Leadership; Social Justice; Strengths and Leadership Competencies; Service; or Student Success. Position requires frequent evening and weekend duties including LLC campus or community partner program attendance, staff meetings, check in and check out.

UNIVERSAL COMPETENCIES
- Strives for excellence in performance by upholding established ethical standards and upholding university values
- Shares appropriate information/feedback openly, professionally and respectfully.
- Models open, respectful, accepting, and supportive behaviors with team members.
- Maintains productive work relationships while considering multiple perspectives and using effective conflict resolution practices.
- Uses sensitivity in communicating with individuals of diverse backgrounds.
- Adjusts to and develops self to prepare for new or changing assignments, processes, people, and priorities as organizational needs dictate.
- Sets clear expectations for self and team to achieve work objectives and overcome obstacles.
- Provides frequent updates on operations and financial performance to leadership.
- Enhances service by seeking ways to add value to customer interactions/services.
- Demonstrates sincere concern and takes responsibility when a customer complains, even if the cause of the problem lies elsewhere.
- Listens to feedback without defensiveness and uses it to enhance communication effectiveness.
- Communicates in alternative ways to accommodate different listeners.

“I have enjoyed the opportunity to work with the best students in the country and to plan events that really will make an impact on the student experience here at Iowa. The students are very energetic and want to take part in the events that the coordinators plan. This place, and this position, is not like anything else I have experienced at any other university, and I have really enjoyed experiencing Iowa.”

JIMMIE MARTIN
RESIDENCE EDUCATION COORDINATOR - BURGE
**BASIC QUALIFICATIONS**
- Master's degree in Student Affairs or similar field or equivalent combination of education and full-time work experience.
- Some (1 year) related administrative, supervision, program planning experience in a college setting.
- Excellent written and verbal communication skills, including public speaking at an extensive proficiency level.
- Demonstrates the ability to adjust and develop self to prepare for new or changing assignments, processes, people or priorities as organizational needs dictate at a working proficiency level.
- Demonstrates a working proficiency in the ability to work with variety of individuals and groups while appreciating the unique contribution of diverse individuals.
- Demonstrates a working proficiency in the ability to collaborate and interact with individuals and groups.
- Demonstrates an extensive knowledge and ability to lead and coach individuals or groups in learning and improving effectiveness.

**DESIABLE QUALIFICATIONS**
- Experience working with living learning communities.
- Reasonable (1-3 years) experience in educational, developmental or social program planning in a college or university setting.

**KEY AREAS OF RESPONSIBILITIES**
- Assists in the development and implementation of living learning communities to help new students acclimate to life at The University of Iowa and the residence halls.
- Establishes strong collaborative relationships with all LLC partners by providing support to them in carrying out the mission of their community for the well-being and success of the students.
- Participates in on-going recruitment of new LLC campus and community partners.
- Creates educational opportunities for students in LLCs to increase students’ success in the classroom by providing students with a supportive and dynamic on-campus living learning environment.
- Engages in effective communication with LLC partners through formal and informal meetings, email, meeting minutes and the like to encourage their continued investment in the LLCs and involvement in the residence halls.
- Assists in the development, implementation and administration of developmentally-based and comprehensive system-wide academic success programs such as residence hall tutoring, supplemental instruction, the early warning alert system for residence hall students, etc.
- Develops, implements, and administers programs to support our growing residential international student population.
- Develops, implements, and administers residence hall diversity initiatives that promote strong community, inclusivity and respect.
- Assists in the development of IOWA Challenge programming to raise resident awareness on educational topics.
- Collaborates with academic support services (academic advising, career services, etc.) on campus to provide resources to living learning communities’ students.
- Assists with planning and coordination of campus welcome events (such as On Iowa, International student welcome, etc.) during the beginning of each semester.
- Attends all LLC campus or community partner programs.
- Organizes and facilitates program planning meetings monthly with LLC partner groups for each community.
- Participates in planning and hosting of LLC fall and spring semester retreats.
- Coordinates and provides support to LLC Welcome Events taking place during On Iowa.
- Encourage weekly community development programming in every community during the first 4-6 weeks of the fall semester to encourage community bonding, develop sense of belonging, and foster professional identification with the LLC and program participation.
- Collaborates with RAs, Hall Coordinators, Assistant Hall Coordinator and campus and community partners to provide quality educational programming experiences.
- As assigned coordinates community service events for LLC students.
- Coordinates flyers, table tents, email, social media and the Residence Education website used to inform students of all the LLC resources available to them.
- Assists in projecting programming needs that engage and develop students.
- Assists in marketing and promotion of campus wide LLC initiatives.
- Coordinates all student travel as assigned.
- Assists in the implementation of a comprehensive assessment plan to evaluate effectiveness of the LLC Program and other areas of responsibility.
- Evaluates the outcomes of LLC activities and report findings.
- Documents and maintains activity statistics for LLC related residence hall events and initiatives on all residence hall floors.
- Creates and administers surveys and assessment instruments.
- Maintains accurate records of LLC campus and community partnerships, through management of the LLC databases.

*continued on next page*
• Collaborates with the Assistant Director for Community Development to update, maintain and expand the web-based Resident Assistant Information Network (RAIN).

• Develops and maintains a strong positive rapport and relationship with all LLC partners by being accessible, approachable, supportive and possessing a full understanding and commitment in the theme of each assigned LLC.

• Assists in preparation of budget and monitors assigned living learning communities' budgets of student programs and activities and other areas as assigned.

• As assigned, supervises and directs the front desk operations for residence hall(s), including supervising student staff, responsible for key inventory, mail/packages, and other services.

• As assigned, serves as a judicial hearing officer for residence hall policy violations.

• Creates contracts and waivers for events as needed and as assigned.

• Prepares periodic reports as requested and performs other related duties as assigned.

• Conducts monthly LLC planning meetings check-ins with each RA and hall coordinator, meetings with student orgs, etc. Some of these meetings may take place outside of a typical 8am-5pm schedule.

• Works with live-in staff on training and development that promotes an environment for community and LLC success.

• Represents the Office of Residence Education on university committees to plan events and initiatives to increase students' LLC engagement as assigned.

• Collaborates with the live-in Residence Education staff and hall secretaries to enhance the living/learning environment for residence hall students that stimulate individual and community growth.

• Works in collaboration with Residence Education leadership team to coordinate training and professional development activities for all levels of Residence Education staff.

• Attends and supports departmental and university functions and activities.

• As assigned coordinates the recruitment, hiring, training, and supervision of undergraduate student staff members as assigned, including student desk clerks, tutors, success coaches, and other assigned student staff who work in Residence Education.

• Provides general oversight for Associated Residence Halls, National Residence Hall Honorary student groups, or other student groups as assigned.

• Serves as a resource to Resident Assistants and Hall Association governments with regard to student success.
RESIDENCE EDUCATION LEADERSHIP TEAM

ASSISTANT DIRECTORS

The five assistant directors oversee a team of Hall Coordinators, Residence Education Coordinators, and graduate students. They supervise the assigned staff and direct community building efforts within the assigned halls. In addition, they focus on an area of central responsibility such as community development, student success, staff training and development, and social justice.

ASSOCIATE DIRECTOR

The associate director supervises the assistant directors and provides administrative oversight to hall operations such as discipline and desk operations. Oversees all judicial matters. Oversees the hiring, training, and evaluation of all staff. Directs all assessment in the areas of residence education. Oversees the effectiveness of services to students. Additionally, consults with parents and campus partners to serve students.

DIRECTOR, RESIDENCE EDUCATION

The Director of Residence Education plans, directs, and coordinates programs, facilities usage, staff selection, and development, judicial and administrative functions of Residence Education and University Apartments in University Housing & Dining. Other duties and responsibilities include:

- Consults with individual students, parents, groups, and public on problems, interests, and other concerns related to housing and Residence Education.
- Supervises staff in meeting the operational goals of Residence Education.
- Prepares and oversees periodic reports and participates in the development, interpretation, and coordination of University Housing & Dining goals, policies, and procedure revisions.
- Oversees the decision making process regarding staffing needs and hiring in Residence Education and provides leadership by developing, coordinating, supervising and directing Residence Education activities to management, resident assistants, students, and support staff in the residence halls.
PROFESSIONAL STAFF INFORMATION & POLICIES

TERMS OF EMPLOYMENT
The University of Iowa professional live-in staff hold 12 month positions. During the summer, staff members have the opportunity to serve on many committees and do special projects that are of interest to the staff and meet the operating needs of University Housing & Dining. Summer employment is optional for graduate students.

All professional live-in staff participate in an East or West Campus on call system. A staff member from each neighborhood is on duty 24 hours a day, seven days a week, typically done in week long shifts. This equates to once every 4-6 weeks. Staff should not be employed outside the department or participate in activities that interfere with the performance of their duties without prior approval from the Director of Residence Education.

LIVING ARRANGEMENTS
All live-in staff (Hall Coordinators and Graduate Assistant Hall Coordinators) required to live on campus as part of their responsibilities are provided a furnished apartment and a meal plan while the university is in session. Should staff have their own furniture, the university provided furniture can be stored for them. Typical apartments have living room furniture (couch, chair, occasional tables), a dining room table with four chairs and a bedroom set (queen bed, dresser, nightstand). All apartments are air-conditioned. Staff either have laundry in their apartment or free use of the hall laundry facilities. All apartments have cable TV, Internet access, and local phone service provided free of charge. Staff members receive one parking space close to their hall at the staff parking rate. Additional vehicles may be parked in remote lots. East and West Campus have a fitness center which staff are welcome to use. Live-in guests over the age of 18 are welcome to use the fitness centers, as well. Staff may have a spouse, partner, friend, and/or family member live with them, as long as they are registered with the Office of Residence Education.

RESIDENCE HALL POLICIES
We recognize that staff apartments are your homes. At the same time, these apartments are part of a living community. As such, live in staff are expected to follow all policies, including those that pertain to candles and smoking. An exception allows for professional live-in staff to discreetly possess and consume alcohol in their apartments. Live-in professional staff are allowed pets in their apartment as outlined in our pet policy.

MEAL PLANS
Live-in staff are provided a meal plan while the university is in academic session. Staff are encouraged to eat in one of the two market places in the residence halls. Each meal plan has a series of guest meal passes for partners or friends. Live-in guests, family, and children may also purchase any meal plan to eat with the staff member. Children under five are provided with a free meal plan.
ROLE MODELING

Residence Education staff function as educators. One of the most effective ways to educate others is to model appropriate behaviors. Residence Education staff are expected to follow these principles while they are both on and off duty:

- Conduct themselves in an honest, conscientious and professional manner.
- Show respect for persons of all backgrounds, races, gender, lifestyles, interests, and abilities.
- Confront staff and students who display inappropriate actions, or do not show respect for persons of all backgrounds, races, gender, lifestyles, interests, and abilities.
- Abide by all local, state, and federal laws.
- Actively support, interpret, enforce, and follow all University of Iowa and University Housing & Dining regulations, policies, and procedures. Individuals who violate these principles will be held accountable and may be subject to disciplinary action, including termination of employment.

ADDITIONAL OPPORTUNITIES

University Housing & Dining encourages staff to participate in the life-long learning process. Iowa has well-respected graduate program encompassing a wide variety of disciplines. There are also opportunities to teach classes for undergraduate students. Staff members who wish to enroll in a class or are interested in teaching a class must receive permission from the director in advance. Typically, staff must have been employed for one year prior to enrolling in classes or teaching. Once approved, staff may register for up to two classes, and classes should not interfere with regular duties. The University of Iowa has limited tuition assistance grants for professional staff.

Staff members may participate on university committees as requested and approved. Staff may be assigned to several departmental committees if an opportunity for leadership exists. Staff members who wish to participate in professional associations' committees may do so with permission and may receive financial support.

PROFESSIONAL DEVELOPMENT

All full-time staff may attend one conference per year for professional development within budget constraints. New staff are encouraged to attend the regional UMR-ACUHO conference. Staff who have worked in the department over a year may propose to do a conference presentation to attend a national conference of their choosing such as ACPA or ACUHO-I. Other conferences and local drive-in workshops may also be considered based upon interest.

TIME OFF

Staff members accrue sick and vacation time as other university professional and scientific staff. Most staff accrue 16 hours of vacation a month and 12 hours of sick leave a month. Time may be used once it is earned. Staff members are generally expected to spend some evening and weekend hours working with student government activities, programming activities, and attending staff meetings and training. In addition, it is important for staff to be available during regular business hours to respond to central office needs and questions. Flexibility will be granted to staff for working evenings and weekends as a part of their weekly office hours.
LIVING LEARNING EXPERIENCE

ABOUT LIVING LEARNING COMMUNITIES

At the University of Iowa, all residential students belong to a Living Learning Community (LLC). LLCs are a place for students to broaden their horizons and make the most of living on campus. We have 27 unique LLCs that students can choose from and offer a wide variety of options. LLCs blend the residential and academic experience for students, allowing them to try new things, make new friends, and connect with the University of Iowa and Iowa City communities.

There are also opportunities for students to partake in shared coursework and interact with faculty and staff members in a more informal setting. Research shows that students who live in LLC environments are more likely to stay in college, earn a higher GPA, and experience a greater degree of satisfaction with their overall college experience.

Our goal is to create inclusive and meaningful living environments for our students through programming and shared experiences. Each LLC is overseen primarily by a Residence Education Coordinator, who works and collaborates with a team consisting of a Hall Coordinator, Resident Assistants and campus partners. Our campus partners are a diverse group, consisting of Iowa faculty and staff, as well as local businesses in the Iowa City area. Each partner brings unique contributions to the LLC dynamic, originating from professional experience or personal interest. By exploring the theme of their LLC through multiple lenses, our students have an experience in our residence halls that is significant, challenging, and memorable.

LLC PARTNERS

The LLCs are served by 100 faculty, staff, and community partners. These partners vary from persons willing to do one event to staff who are equal partners with our internal staff to manage the LLCs. We are always open to new partners and new academic departments that wish to adopt our LLCs as their own. About half of our LLCs have academic home and half are interest based. All have partners willing to interact and share with our students.
OUR RESIDENCE HALLS EAST OF THE IOWA RIVER

BURGE
Built in 1957, with an addition in 2009, Burge has a capacity of over 1000 students. Burge Market Place serves as a dining facility for all students, but is most accessible to students living in the east side of campus. Burge has a 24-hour desk, a hall coordinator, one assistant hall coordinator, one residence education coordinator, 22 RAs, a secretary, and a number of student clerks who staff this building. Residents living in Burge have the opportunity to join Burge Associated Student Housing (BASH), the in-hall student government.

MAYFLOWER
Mayflower combines the homey atmosphere of apartment life with all the conveniences of the residence halls. Each suite includes two double-occupancy rooms, with a shared bath and kitchen, giving students the option of cooking their own meals or purchasing a board plan. Mayflower houses 1038 residents. Mayflower includes a 24-hour desk, an ITC, and a fitness center. Two hall coordinators, one residence education coordinator, 22 RAs, a secretary, and a number of student clerks staff this building. Residents living in Mayflower have the opportunity to join Mayflower Community (MAYCO).

CURRIER & STANLEY
Currier (first phase built in 1914) and Stanley (built in 1966) are connected and function as one complex. Currier and Stanley house approximately 1022 students. Currier includes a 24-hour desk, an ITC, and a fitness center. Two hall coordinators, one residence education coordinator, 23 RAs, a secretary, and student clerks staff this building. Residents living in Currier and Stanley have the opportunity to join Organized Stanley and Currier Associated Residents (OSCAR).

DAUM
Built in 1964, Daum was originally an all-women residence hall. Daum is now home to 345 honors students. Eight RAs, one hall coordinator, one graduate assistant (who oversees Clinton Street Apartments), one residence education coordinator (shared with Catlett), and one secretary. Residents living in Daum have the opportunity to join Associated Daum (AD).
**CATLETT**

Set to open in Fall 2017, Catlett Hall will be home to 1,049 residents. The third floor, accessible from the T. Anne Cleary Walkway, will be the main floor of Catlett, which will include the front desk, resident education offices, and student mailboxes. A recreation room, study commons, a multipurpose room, a seminar room, and a full kitchen that residents can reserve can also be found on the third floor.

An additional major entry point to the building will be located off of Madison Street on the first floor. This floor will also be home to the hall’s fitness center and laundry facilities.

Catlett Market Place will be located on the second floor, will become the second full service dining facility on the east side. The market place will serve a variety of food from seven different stations, as well as a late night carry out window. Catlett Market Place will overlook the Iowa River and provide seating for up to 800 people.

There will be three “houses” on each of Catlett’s student living floors. Each house will have its own floor lounge overlooking the Iowa River. Additional study rooms can also be found on each floor. Two hall coordinators and one residence education coordinator (shared with Daum) will staff this building.
OUR RESIDENCE HALLS WEST OF THE IOWA RIVER

HILLCREST
Located on Riverside Drive, across the Iowa River from the Main Library, Hillcrest opened in 1938, with four sections added throughout the years. It now houses 820 students and is the home of the Hillcrest Market Place, which overlooks the Iowa River. Hillcrest includes a 24-hour desk, an ITC, and the fitness center for the West Neighborhood. It is staffed by 19 RAs, a hall coordinator, residence education coordinator, assistant hall coordinator, and secretary. Residents living in Hillcrest have the opportunity to join the Hillcrest Association (HA), the in-hall student government.

PARKLAWN
Comprised of one bedroom and studio apartments, Parklawn houses 101 returning and transfer students. It is staffed by three RAs, an assistant hall coordinator, a secretary, and a number of student clerks. Residents living in Parklawn have the opportunity to join Associated Students About Parklawn (ASAP).

RIENOW
Built in 1966, Rienow is the first of two high-rise residence halls in the West Neighborhood. It houses 488 students and includes an information desk. A hall coordinator, 12 RAs, residence education coordinator (shared with Slater), a secretary and a number of student clerks staff this building. Students living in Rienow have the opportunity to join Residents of Associated Rienow (ROAR).

SLATER
Slater is the second high-rise residence hall in the West Neighborhood. Built in 1968, it houses 478 students and includes an information desk. A hall coordinator, 12 RAs, residence education coordinator (shared with Rienow), a secretary, and student clerks staff this building. Slater residents have the opportunity to join United Slater Association (USA).

PETersen
Mary Louise Petersen Hall was the first new hall at Iowa since the 1960s. The hall has 540 students, 18 RAs, one hall coordinator, one assistant hall coordinator, one secretary, one residence education coordinator (shared with Hillcrest), and many student staff. Petersen Hall has a large multipurpose room, seminar room, learning commons, student kitchen, and a sports grill. The floors are designed as pods to encourage LLC success. Residents in Petersen have the opportunity to join POP (People of Petersen).
CLINTON STREET
APARTMENTS

OUR LEASED PROPERTIES
The university has leased three apartments in close proximity to the east side residence halls. These units have a combination of three, four, and five bedroom units. Students have their own bedroom but share other areas of the apartment. In total this makes up about 225 beds. Apartments have beds, desks, chairs, and dressers for students. Only students with at least sophomore status are allowed to live in the apartments. The three apartments are Bloomington House, Dubuque South, and Centerstone. These staff are served by six RAs and an assistant hall coordinator.

BLOOMINGTON HOUSE
Bloomington House is an apartment building that is owned by Campus View Apartments. It has 12 four-bedroom apartments for a total of 48 students. Students have their own bedroom.

CENTERSTONE
Currently being leased until the new residence hall is complete, Centerstone is an apartment building located across the street from Burge Hall. Centerstone features the following apartments: 22 five-bedroom, one four-bedroom and one two-bedroom. Students have their own bedroom. Centerstone houses 116 returning and transfer honor students. Centerstone is staffed by two RAs.

DUBUQUE SOUTH
Dubuque South is an apartment building that is being leased as campus housing until the new residence hall is complete. Featuring five three-bedroom and 11 four-bedroom apartments, it is home to a total of 59 students. Students have their own bedroom. Dubuque South is staffed by a two RAs.
LIVING IN IOWA CITY

A CITY OF LITERATURE
Iowa City is centrally located in the heart of the Midwest. It is a short drive to Des Moines (90 minutes), Chicago (three hours), St. Louis (four hours), and Minneapolis/St. Paul (five hours). The Eastern Iowa Airport (CID) in Cedar Rapids (20 minutes) provides hassle-free access to most national and international destinations. The Iowa City community (pop. 90,000), is ranked:

- 3rd Best City to Live in America by Outside Magazine
- 8th in Education by Forbes
- 9th Best Places to Live by Livability
- 7th Top 10 College Town You'll Never Want to Leave by College Magazine
- 1st Least Stressed City in America by SmartAsset.com
- 8th Top 30 Small Cities by Area Development Magazine
- 1st Best City for College Grads in 2015 by Huffington Post
- 4th Best College Town by American Institute for Economic Research
- One of MarketWatch’s Top 10 Smartest Cities in America

ARTS
Iowa City boasts a vibrant arts community, including an annual summer jazz festival that attracts international stars, the Iowa Arts Festival, book readings and seminars through Iowa’s world renowned Writers’ Workshop and access to world-class music and drama, including Shakespeare Under the Stars, Broadway shows, and Chicago’s Joffrey Ballet from UI’s Hancher.

www.summerofthearts.org
www.culturalcorridor.org
hancher.uiowa.edu

SPORTS
The University of Iowa is home to the Big Ten’s Iowa Hawkeyes. Hawkeye football is played at Kinnick Stadium and the excitement generated there has led to Iowa City being ranked the #1 College Football Town by The Sporting News. Men’s and women’s basketball is played at Carver-Hawkeye Arena. In addition to these and other UI sports opportunities, minor league baseball is played by the nearby Iowa Cubs (AAA, Chicago Cubs) and Cedar Rapids Kernels (A, Minnesota Twins).

www.hawkeyesports.com

OUTDOORS
Iowa City is home to miles of bike trails and dozens of parks including the beautiful 107-acre City Park on the banks of the Iowa River. Nearby are Lake Macbride State Park, Coralville Lake and Dam (featuring the Devonian Fossil Gorge) and F. W. Kent Park, which provide thousands of acres of camping, hunting, fishing, and boating opportunities.

recserv.uiowa.edu

FOOD & SHOPPING
The University of Iowa is located in the heart of the downtown district, a mere city block away from gourmet restaurants (including Japanese, Indian, Thai, Tapas, Fusion, Italian, and Ethiopian foods), pubs, bookstores, record shops, clothing boutiques, and a wide array of lunchtime options.

www.downtowniowacity.com
www.iowacitycoralville.org

CORALVILLE
This adjacent town is home to many more shopping and dining options, including the Coral Ridge Mall, which features 120 stores, a ten-screen movie theater, an ice-skating rink and the Iowa Children's Museum.

www.coralville.org
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The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, sexual orientation, gender identity, association with a person with these characteristics, veteran status, military service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an equal opportunity applicant.

The University of Iowa

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