

RESIDENCE LIFE COORDINATOR

The Residence Life Coordinator position provides primary leadership and overall management of a residence hall housing approximately 200-700 students. This is a live-in position which involves a level of accessibility and accountability to all students and staff. This position is responsible for the coordination of housing initiatives that foster curricular engagements for students living on campus and the day-to-day operation of a student community. The coordinator is responsible for fostering a responsible, inclusive community; providing intentional, development-based supervision; utilizing sound fiscal management and business practices; as well as ensuring a safe, comfortable living environment for students. **Note: This position is comparable to a Hall Director, Resident Director, Community Director, etc. on other campuses.

Position Requirements

- Bachelor's Required. Master's degree in Student Affairs, Higher Education Administration, Counseling or related field preferred.
- Prior residence life leadership experience or involvement in student affairs is preferred *Work experience may NOT substitute for education requirement.

Benefits and Position Details

The Residence Life Coordinator position is a 12-month live-in position with a furnished apartment, and a meal plan is available when dining services are in operation. Start date is July 1. Compensation package includes: Competitive salary: \$31,000/year, excellent benefits including eye and dental insurance coverage as well as contributions toward retirement and professional development funds. This position reports to the Assistant Director of Residence Life and is classified as an FLSA non-Exempt position.

Contact Information

Brian Johnson
Director of Residence Life

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Position Duties and Responsibilities

- Recruit, select, train, and evaluate Resident Assistants and a Graduate Assistant (depending on residence hall placement). Provide on-going training and development opportunities for staff and coordinate work assignments and special projects.
- Assist in the implementation of educational priorities and learning outcomes through strategy implementation and employ residential curriculum philosophy as a framework for student and staff development to facilitate intentional connections with residential students and stakeholders.
- Collaborate with relevant campus partners to provide academic and interest-based housing; conduct assessment to ensure themed housing areas are meeting programmatic and learning objectives.
- Serves as preliminary student conduct officer for assigned residential area; meet with students to review inappropriate behaviors and determine appropriate behaviors and expectations; development of responsible and civil community environments.
- Daily administration includes oversight for the implementation of health and safety inspections, follow-up on maintenance work orders, room change, consolidation, check-in/out, and serve as the liaison with cleaning and maintenance staff to oversee the general upkeep of the hall.
- Work with Student Housing and Residence Life's international student population to help adjust to campus life and connect with appropriate resources.
- Performs other duties as assigned. Position Requirements

Disclaimer Please Note:

The duties listed are general in nature and are example of the duties/ responsibilities performed and are not meant to be exclusive to the job. Management retains the right to add or modify duties at any time. Contact for Additional Information

Knowledge/Skill/Abilities

- Experience with supervision, selection, training, and development of residence hall staff
- Understanding of and strong commitment to student development theory and curricular approach to student learning.
- Ability to effectively supply crisis response, manage fiscal resources, and adjudicate University policy
- Understanding of and commitment to developing inclusive communities
- Excellent interpersonal, verbal, and written communication skills