



STUDENT HOUSING & RESIDENCE LIFE

The University of Alabama at Birmingham

Residence Life Coordinator
Job Overview & Description

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 that involves a level of accessibility and accountability to all students and staff. This position is responsible for coordinating housing initiatives that foster curricular engagements for students living on campus and the student community's day-to-day operation. The coordinator is responsible for fostering a responsible, inclusive community, providing intentional, development-based supervision, utilizing sound fiscal management and business practices, and 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. Please visit www.uab.edu/housing for more information about our department.

To provide more information about The University of Alabama at Birmingham and Birmingham, AL, please see the video links below.

UAB | <https://youtu.be/-56108LLNmo>
Birmingham | <https://youtu.be/UISCdL8TDLA>

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 implementing 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 a preliminary student conduct officer for an assigned residential area; meet with students to review inappropriate behaviors, 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

- 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 requirements.

Knowledge/Skill/Abilities

- Experience with supervision, selection, training, and development of residence hall staff

- Understanding of and a 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

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. Anticipated start date July 1, 2021.

The compensation package includes a competitive salary, excellent benefits including eye and dental insurance coverage, contributions toward retirement and professional development funds, live-in staff pet policy, and the opportunity to become a first-year experience instructor after the first year of employment. This position reports to the Assistant Director of Residence Life and is classified as an FLSA exempt position.

EEO Statement

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable, and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of race, national origin, age, genetic or family medical history, gender, faith, gender identity, and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans. A pre-employment background check investigation is performed on candidates selected for employment.

For Additional Contact Information

Dennis Scott
Assistant Director of Residence Life
Student Housing and Residence Life
shrlrecruitment@uab.edu
Office: 205.996.0400
Fax: 205.975.7297