



Housing and Residence Life - Residence Life Coordinator

Major Duties and Responsibilities

Duty or Responsibility	Supervision and Recruitment of Student Staff: Supervise, evaluate, and select undergraduate Resident Advisors; Train Resident Advisor staff on university and departmental policies and procedures in concert with centralized training opportunities, as well develop in-hall professional development opportunities for Resident Advisor staff to develop through the position; Coordinate weekly Resident Advisor staff meetings including regularly schedule one on one meetings with each Resident Advisor.
Percentage of Time (5% or up)	20%
Importance of Duty	Essential
Duty or Responsibility	Supervise the operation of a 24-hour Front Desk: Select, train, and schedule student Desk Assistants to work at a 24-hour desk operation housed in their residential community.
Percentage of Time (5% or up)	15%
Importance of Duty	Essential
Duty or Responsibility	Programming and Community Development: Supervise the development and implementation of programming efforts in their building utilizing the departmental residential curriculum; Assist with departmental-wide programming efforts; Evaluate and assess their Resident Advisor's program completion and success; Support high-impact campus events, which may include: opening week, homecoming week, preview weekend and athletics events.
Percentage of Time (5% or up)	20%
Importance of Duty	Essential
Duty or Responsibility	Manage Building Maintenance Concerns and Safety and Security Risks: Responsible for the entry of and follow up on maintenance work orders placed for their residential community; Collaborate with Residence Life maintenance staff; Ensure that work orders are accurate, detailed, and timely.
Percentage of Time (5% or up)	20%

Importance of Duty	Essential
Duty or Responsibility	Crisis Management and Student Concerns: Respond to crisis situations, emergencies, and student concerns in their residential community; Participate in the Residence Life after-hour on-call rotation, responding to crisis situations and student concerns; Serves as a department liaison with Campus Police, Counseling Services, and University Physical Plant.
Percentage of Time (5% or up)	10%
Importance of Duty	Essential
Duty or Responsibility	Administrative Tasks: The Residence Life Coordinator is responsible for the administrative components of the residential community which include but is not limited to: Managing resident, advisor, and desk assistant timesheets and entry of payroll hours; Maintaining occupancy records including resident inventories and alpha rosters; Completing room change paperwork for student moves; Serve as a summer conference housing coordinator for guests and; Serve on departmental and division/university-wide committees in consultation with the supervisor.
Percentage of Time (5% or up)	10%
Importance of Duty	Essential
Duty or Responsibility	Other duties as assigned.
Percentage of Time (5% or up)	5%
Importance of Duty	Marginal
FLSA Designation	Exempt
Category	Staff (Hourly/Monthly)
Job Summary	Coordinates administrative and/or operational functions of an organizational unit under the supervision of a manager or director. May supervise and/or provide guidance to employees or be responsible for the management of programs, initiatives or events.
Minimum Qualifications	Bachelor's degree in relevant area and two to five years of appropriate experience. Relevant experience may substitute for required education.

Working Conditions

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.