

RESIDENCE LIFE

Position: RESIDENCE HALL COORDINATOR

Department: RESIDENCE LIFE

DESCRIPTION OF DUTIES: The Residence Hall Coordinator is a full-time, professional, 12month, live-in position with a primary responsibility for the students as well as operation of multiple residence halls housing 450-500 residents. Duties include direct supervision of 10 paraprofessional staff, coordination of evening hours of front desk operation, advisement of the hall council (as applicable), Residential Learning Community, Honors College. Participate in the On-Call Rotation with other Residence Hall Coordinators for 20 Resident Assistants and 1000 residents. Coordinate and supervise all RA & RHA conference travel, shop for programming supplies and ancillary duties as assigned. The Residence Hall Coordinator reports directly to the Associate Director of Residence Life and indirectly to the other Associate and Executive Directors for Residence Life.

REQUIREMENTS: Bachelor's degree plus two years experience as a graduate hall coordinator or resident advisor. Additional education can be substituted for the required experience on a one for one basis. Master's degree is preferred. Experience in a professional residence life capacity desired. This is a security sensitive position. Employment is contingent upon a successful background check.