Residence Life Coordinator

Job Purpose:

Under the general supervision of the Associate Director of Residence Life, the Residence Life Coordinator (RLC) is responsible for the student experience within an area of one to four residence halls and/or apartment housing, consisting of 300-500 residents, and supervises (both directly and indirectly) 10 - 30 student staff members. The RLC serves on the professional staff team for the Department of Residence Life (“the Department”), and implements the goals and objectives of the Department on a daily basis. This position is a 12-month live-in position that requires flexible scheduling designed to address participation in the on-call rotation throughout the year and during weekday, weekend and holidays including fall break, Thanksgiving break, winter break, and spring break. The RLC must possess excellent decision-making and leadership skills responsibilities of this position are outlined below, but may change as the needs of students and Colorado School of Mines change.

Responsibilities:

Student Education & Experience, Essential function, 40%

- Create a positive residential experience for residents that promotes learning and retention of all students
- Develop relations with students as individuals and in the campus community including meetings with students and/or attending events and programs on evenings and weekends as well as during the day.
- Assess the development of residents and communities and implement the residential education model in a way that best meets these needs
- Handle follow-up on residents of concern, emergency and crisis situations that pertain to students, Residence Halls and Apartment Housing facilities.
- Serve as the on-call professional staff on campus in the on-call rotation for the Residence Life and Student Life division. The situations usually occur on campus on evenings and weekends, as well as during the typical work day.
- Serve as a student conduct officer for minor and mid-level conduct issues, under supervision of Dean of Students and Director of Housing and Residence Life
- Oversee assigned residence hall or apartment community programming initiatives including, but not limited to, educational, multicultural, social, community service, and diversity related programs.
- Oversee Theme Learning Communities, and all subsequent student programming, liaising between the academic faculty, and appropriate branding and assessment
- Oversee summer programs, including housing and ACUHO-I Intern
• Promote a safe and secure living environment, respond to student concerns, crises, and emergencies as they arise, and work collaboratively with Public Safety on education and response to emergencies or crimes
• Participate in all Residence Life programs, professional development and training, orientation programs and specialty weekends and events. This could include meeting with students to plan and/or attend events on campus during weekends and evenings as well as during the typical work day.

Staﬃng & General, Essential function, 35%

• Supervise a student staﬀ of 10-30 staﬀ members, including student Hall/Community Directors, Resident/Community Advisors, Lead Desk Assistants, and Desk Assistants.
• Coordinate the recruitment, selection, training, and evaluation of student staﬀ
• Assist with the recruitment of full-time departmental staﬀ
• Manage staﬃng and housing operations of summer conferences in residence halls and apartment communities
• Collaborate with facilities management and custodial services to ensure the maintenance of residential community through regular, intentional communication
  Work with the Assistant Director of Occupancy Management and Associate Director of Facilities and Operations to collaborate on large department wide operations.
• Contribute to the Division of Student Life and the greater campus community through participation in annual events, programs, meetings, and committee work
• Professional Development that contributes to your daily work and the department is supported and encouraged
• Serve on departmental and campus committees
• Other duties as assigned to further the goals and objectives of the Department and Colorado School of Mines
• Contribute to the feedback and ensuring quality and service of the campus dining program services

Collateral Duties, Non-essential function, 25%

• Duties will include up to 25% of overall work and can change as deemed necessary by the Associate Director of Residence Life. Possible collateral duties include, but are not limited to, the following:
• Develop and implement student staﬀ selection process, professional staﬀ recruitment, and student staﬀ training.
• Work to develop, in collaboration with Housing Operations and colleagues in the Division of Student Life, webinars to help inform stakeholders about our department and about Student Life at Mines throughout the year.
• Development and implementation of large scale programming that will beneﬁt all residential students
• Advising of the Residence Hall Association (RHA)
• Development and implementation of the Apartment Life programming and support services model for a diverse apartment housing area
• Development and implementation of support services for international students in all residential communities.
Coordinate with Division of Student Life and other Colorado School of Mines departments on campus wide alcohol and drug education and Social Justice education

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Must reside in assigned Colorado School of Mines residential apartment
- Work is normally performed in a residence hall environment or typical interior/office work environment
- Some limited physical effort required
- Mobility to go up and down stairs in residence halls and apartment housing in spaces where ramps and accessible needs are not ADA accessible at all times.
- No or very limited exposure to physical risk
- Must be available and willing to work weekends and after hours as needed, often on short notice. This includes days and weekends when the Residence Life Coordinator is on-call. Each Residence Life Coordinator rotates on-call coverage, which averages to being on-call once out of every four weeks for a week long period.
- Work may require travel.
- The office of Residence Life is a fast-paced, student-centered, collaborative environment. We are a small office of 10 professionals and numerous student staff, who work hard to make Residence Life and the Mines campus a positive community for all of our students and for each other. We take our jobs very seriously, but don’t take ourselves too seriously. A sense of humor and the ability to be adaptable are important for this role. No single day looks the same, and often times because of facility or student crisis, our carefully curated schedules get thrown out the window. But our work is important to the learning and growth of our students and we must be adaptable to their needs.

COMPENSATION
Salary Range $40,000-$45,000, with a fully furnished on-campus apartment in the Residence Halls or Apartment Housing, and meal plan when Dining Services is open. Mines also provides an attractive benefits package including fully paid health insurance with partner benefits, dependent tuition benefits, parental leave policies and dependent care assistance through a flexible spending plan. Professional Development is encouraged and is supported with resources.

Qualifications:
Minimum qualifications for the Residence Life Coordinator include a master’s degree from an accredited four-year institution of higher education in student affairs administration or a related field and experience within a comprehensive student affairs or residence life system in a higher education setting. Further, the Residence Life Coordinator must possess experience in the development of students, excellent communication and interpersonal skills, the ability to work collaboratively with students, faculty, and staff and a strong sense of team work. Outstanding administrative, planning, and supervisory skills are essential. Employment will be contingent upon the satisfactory results of a background check of candidate and their live-in partner (if applicable).

Decision Scope:
This position has minimal decision scope other than what is outlined in the responsibilities section of this document. The job holder must follow policy and procedure for all decisions and has the freedom to act in the normal course of discharging their duties.

**Communication:**

Must be able to communicate effectively with students, parents, faculty, and staff; Communication is important in maintaining a professional decorum in which creating a positive residential experience for residents is paramount.