

Office of Residence Life Position: Coordinator of Residence Life Programs

Type: Staff

Date Posted: 2/23/2011

Description: Office of Residence Life Mission Statement: The Office of Residence Life, part of the Office of Student Affairs, supports the mission of the College and the retention, progression, and graduation of a diverse student body by providing students with a safe living-learning environment that challenges and supports academic pursuits and personal growth while fostering a sense of community, civic responsibility, and an appreciation of integrity, civility and diversity.

The Coordinator is a full-time, live-in, professional staff member responsible for assisting the Director of Residence Life in providing quality housing for students; maintaining a safe, healthy, learning and living environment; addressing student conduct issues; and managing the resident assistant program.

Duties and Responsibilities:

- Implements and upholds Residence Life policy and procedure;
- Responds appropriately to student concerns;
- Utilizes conflict resolution and mediation skills to assure a productive community;
- Supervises Resident Assistants and delivers Resident Assistant training programs;
- Assists with room assignments, move-in and move-out procedures;
- Provides appropriate collegiate extra- and co-curricular programming for student residents;
- Serves as a member of the Behavioral Assessment Team;
- Participates actively in the accomplishment of institutional and Office of Student Affairs goals through projects and committee assignments;
- Performs special projects and other duties as assigned by the Director of Residence Life.

Qualifications:

- Hold a Bachelor's Degree, Master's Degree preferred, in Student Personnel Services, Psychology, Counseling, Public Service, Business or related field;
- One – two years experience in Residence Life and student housing;
- Supervisory/management experience;
- Knowledge of student development theory and living learning communities;
- Understanding of conflict resolution and mediation;
- Exceptional oral and written communication skills;
- Exceptional organizational skills;
- Knowledge of personal computers and standard software programs (i.e. word processing, spreadsheet applications, database management, etc.); and
- Ability to work flexible hours.

This is a 12-month residential position. Salary is commensurate with qualifications and experience. The successful candidate will be eligible for the University System of Georgia standard benefits package.

Applicants should submit a letter of interest, resume, and MSC application to:

Human Resources
Macon State College
100 College Station Drive
Macon, GA 31206
or fax: (478) 471-5383
or email:humanresources@maconstate.edu

Please be advised that, should you be recommended for a position, the University System of Georgia Board of Regents policy requires completion of a background check as a prior condition of employment.

Macon State College is committed to affirmative action in its recruitment of students, staff and faculty.