



Residence Life Coordinator for Staff Training & Development

Administrative Duties

- Manage and oversee the daily operations of assigned residential area
- Facilitates policies and practice that will achieve departmental and institutional objectives
- Participate in the rotating on-call duty schedule
- Respond appropriately to all crisis situations and coordinate with Public Safety/Emergency Services, Physical Plant, and the Administrator On-Call to resolve the crisis
- Serve as a resource to students as needed
- Educate student about College policies relating to residence life and enforce those policies as necessary
- Facilitate/assist with the opening and closing of the residence halls
- Complete all administrative tasks assigned within a timely manner such as damage billing reports, weekly reports, work orders, incident reports, and program assessments
- In collaboration with the Director, develop and implement assessment initiatives as needed
- Participate in all residence hall trainings as required by the Director of Residence Life
- Other duties as assigned

Staff Training & Development

- Coordinates the interviewing, selection, hiring, and training of the student staff members
- Determine training and development learning outcomes
- Create and implement the fall and spring Resident Assistant training program
- Develops RA & DA in-service trainings relating to topics of need
- Oversee the operational training of all desk assistants and make operational changes as needed
- Manage the performance evaluation process of Resident Assistants and Desk Assistants
- Create leadership opportunities for students, Resident Assistants, and Desk Assistants
- Revise and update all staff manuals
- Organize annual G.R.A.S.S. conference attendees
- Attend professional development opportunities as needed
- Other duties as assigned

Reporting & Supervision

This position reports to the Director of Residence Life. This person will be supervising 8 – 12 resident assistants, 10 – 15 desk assistants regularly, and works collaterally with various other departments.

Qualifications & Experience

A master's degree in College Student Affairs, Higher Education Administration, or closely related field is required as well as at least 1 year of professional experience or 2 years of graduate experience in Student Affairs. Student Conduct, Student Activities, or Student Union experience is a plus.

Compensation

\$29,000 – \$32,000; a 2 bedroom, 2 bath apartment with a private laundry area and private entrance; cell phone; partial meal plan; and funds for professional development. This position is eligible for full USG benefits package including health, dental, retirement, and the tuition assistance program.