



Job Title	Residence Life & Education Coordinator	Job Code	SD0311
Pay Plan	A&P	Pay Grade	15
Union	Non-Union	FLSA Status	Exempt
Job Family	Student Development & Enrollment Services	Union Code	0
		Subfamily	Housing & Residential Life

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Housing & Residential Life Professionals are responsible for the direction of all residence hall operations for students. They may also administer off-campus housing programs.

Job Summary

Responsible for the residential education of students living in assigned area of responsibility through the supervision, selection, training, and evaluation of resident assistants and office staff through the implementation of the departmental residential curriculum. The position is also responsible for the overall management of community office and management of the facility. This position must live in a University housing owned or affiliated assigned facility.

Representative Duties

1.

- Manages the administration process, including timecard submission, hiring/termination paperwork, employee discipline and evaluation for student and full-time staff
- Manages community office including staff, processes, and communication
- Assists in the management of the university student conduct process by implementing and enforcing all University and departmental rules, regulations, and/or policies
- Assists residential students in solving problems and provides referrals to campus and community resources as needed
- Implements the departmental residential curriculum in assigned area of responsibility
- Assists in the coordination of move-in/move-out for incoming/outgoing and corresponding assignment processes/student records
- Monitors and communicates concerns related to facilities, including safety and security, housekeeping services, facilities and maintenance, and keys
- Participates in professional staff on call duty coverage to respond to campus incidents and student crisis situations
- Serves as essential personnel for departmental and university emergencies

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience OR 0+ years of relevant work experience with a Master's Degree		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.