POSITION: Residential Experience Coordinator

REPORTS TO: Dean of Students

PURPOSE OF THE POSITION: The Residential Experience Coordinator is a full time staff member with previous live-in residence life experience. They are charged with the oversight and safety of students. Works on a floor of 30-40 high school students (10-12 grades) in collaboration with a Residential Mentor.

CLASSIFICATION: Non-Exempt

RESPONSIBILITIES AND PERFORMANCE STANDARD:

Duties include, but are not limited to:

• Works collectively with other staff to create a positive residential experience for high school students that promotes learning and retention.
• Plan and/or chaperone on-campus and off-campus social and educational trips and functions.
• Evaluate Residential Mentors job performance in conjunction with the Assistant Dean of Residential Life throughout the year
• Handle follow-up with residents of concern, emergencies and crisis situations that pertain to students.
• Conduct nightly room checks to assure that all students are accounted for in the building.
• Conduct weekly room inspections.
• Occasionally transport students as needed (in school vehicles).
• Assess, plan, implement and evaluate intentional learning opportunities in the community to meet developmental needs of students.
• Occasionally dispense over-the-counter or prescription medication or provide minor medical care including transporting students to the hospital.
• Address parental complaints and questions via phone, e-mail, or in person, seeking timely resolutions.
• Assist in enforcing ASMSA, city, state, and federal rules and laws.
• Serve as “on call” staff member with other live-in staff members
• Assist in other on-campus summer programs.
• Perform other duties as assigned by the Dean of Students.
• Additional on-the-job training, including CPR/AED, first aid training, and campus wide professional development.

Knowledge, Skills, and Abilities:

Minimum Qualifications

• Master’s degree in Student Affairs, Higher Education, Counseling, or a related field
• At least two years residence life or student affairs leadership experience
• Valid Driver’s license
• Demonstrated knowledge and understanding of residence life functions and operation
• Personal skills and characteristic necessary for success in the position are:
  - Creativity
  - Flexibility
  - Organizational skills
  - Team building
  - Enthusiasm

Preferred Qualifications

• Leadership and management experience with demonstration of strong skills in these areas
• Experience developing learning-focused experiences for students
• Ability to work with a diverse population of students, faculty, staff, parents, and other community members
• Effective decision making, problem-solving, and judgement skills
• Demonstrated interest in continual learning and improvement
• Excellent interpersonal and communication skills
• Ability to multi-task and execute tasks to completion