

# **ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS**

## **JOB DESCRIPTION**

**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