

ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS

JOB DESCRIPTION

POSITION: Residential Experience Coordinator (On-Campus)

REPORTS TO: Dean of Students

CLASSIFICATION: Non-Exempt

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 (grades 10-12 in collaboration with a Residential Mentor).

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 promote 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 pertains to students.
- Conduct nightly room checks to ensure 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:

- A bachelor's degree is required; master's degree is preferred in student affairs, higher education, college student personnel, counseling, social work, or related field.
- Minimum of at least one year student affairs leadership experience.
- Demonstrated knowledge and understanding of residential functions, operations, and strong interpersonal communication skills.
- Personal skills and characteristics necessary for success in the position are:
 - Creativity
 - Flexibility
 - Organizational skills
 - Team Building
 - Enthusiasm
 - Dependability
- Valid Driver's License.

Preferred Qualifications:

- Experience developing focus experiences for students and demonstrated commitment in continual learning and institutional improvements are preferred.
- Ability to work with a diverse population of students, faculty, staff, parents, and community members.
- Effective decision making, problem-solving, and judgement skills.
- Excellent interpersonal and communication skills.
- Ability to multi-task and execute tasks to completion.