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).

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.
- 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.

WORK ENVIRONMENT:

Work is performed in a residential school, office, and campus environment with frequent interaction with students, employees, families, and visitors. The position requires regular movement throughout residence halls and other campus facilities, including frequent walking, standing, and the use of stairs. Duties may involve prolonged sitting, bending, reaching, and occasionally lifting or moving materials weighing up to 25 pounds.

The position requires the ability to respond to student needs and situations throughout the residential environment and may involve exposure to varying noise levels, crowded settings, and outdoor weather conditions while moving between campus facilities or supporting activities and events. Responsibilities may require evening, overnight, weekend, and holiday work, as well as response to urgent or emergency situations outside of regular business hours.

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the position.