

Louisiana State University

Position Title: Coordinator-Residential Life (anticipated)	Apply via Website: Click to View
Institution Website: Click to View	Category: Housing/Residence Life
State/Country: Louisiana - USA	Salary Range: \$28,500.00 - \$30,500.00
Institution Type: 4-year public	Additional Compensation: -Professional development funding (when available) -Full University benefits -Furnished apartment, cable television and utilities -Partial meal plan
Institution Size: 20,000+	Starting Date: Summer 2010
	Application Deadline: open until filled

Position Description

A Residence Life Coordinator is a professional live-in staff member in the Department of Residential Life who is responsible for the quality of living in a University residence hall or group of halls. Principle duties include staff supervision, implementation of academic initiatives, student development, community development, administration and building management, and general departmental responsibilities.

Responsibilities: ADMINISTRATION AND BUILDING MANAGEMENT (25%) • Coordinate and supervise the timely completion of all appropriate paperwork and reports including, but not limited to, incident reports, hall rosters, room condition reports and damage billing. • Chair one Residence Education Committee and serve on additional committees determined by departmental need and professional interest. • Maintain an effective supervisory relationship with the Assistant Director, conferring with him/her on all aspects of building management. • Coordinate the opening and closing of the residence halls in accordance with outlined procedures and instructions. • Maintain complete and accurate information on all residents including room charts and rosters; assist assignments staff with the administrative operations (fail to claim, partial occupancy, building changes, room changes.) • Conduct weekly walking tours of building(s) to inspect repairs, cleanliness and compliance with residence hall policies. • Coordinate the referral and dissemination of departmental and judicial communications and documentation between the Department of Residential Life, students and staff. • Utilize customer service oriented verbal and written communications to keep residents informed regarding policies, repairs and renovations and general response to student issues and concerns. • Maintain a residence hall budget that is built on stewardship principles. Report monthly on this budget through detailed accounting; participate in budget creation during regular budget processes. • Approve all time sheets in residential community. • Maintain visible presence in building every day, and participate in the on-call responsibilities as determined by the RLC on-call system.

STAFF SUPERVISION (20%) • Supervise one Graduate Hall Director, and at least 11 student staff members (Resident Assistants and Residential College Resident Assistants) and other support staff members where applicable. • Participate in the recruitment, selection and evaluation

of student staff members. • Facilitate and participate in student staff training programs and provide for the on-going training of student staff members through staff development activities and supervision. • Supervise student staff members in the performance of their responsibilities through regular individual contact, conducting weekly staff meetings and ongoing evaluations of their performance. • Lead team initiatives to provide high level services to students in residential community.

STUDENT DEVELOPMENT & LEARNING (25%) • Advise individual residents and staff on a variety of issues, and those that relate to their academic success at LSU. • Serve as the primary contact for behavioral issues and trends; recommend the appropriate behavioral response to these issues. • Conduct weekly educational conduct meetings responding to violations of the code of student conduct and housing contract. • Enforce University and Departmental policies and procedures. • Establish and maintain healthy relationships with assigned faculty representation for the community; lead initiatives that provide opportunities for faculty to participate in the residential community (i.e. Faculty Friends liaison, faculty programming efforts, and other initiatives as deemed appropriate for the community). • Implement and assess the effectiveness of departmental academic initiatives designed for the community. • Maintain visibility and contact with individual students and student groups (e.g. eating meals in campus dining facilities, attending community and University programs, performing regular rounds in community.) • Participate in departmental teaching opportunities, with approval of supervisor.

COMMUNITY DEVELOPMENT AND STUDENT LEADERSHIP (25%) • Assess needs of residential community based on research collected by department, informal surveying of students, and formal assessment through the University; Utilize this assessment to create initiatives and services for residential community. • Advise Community Council. • Supervise Community Council treasurer in maintaining accurate and up-to-date records in accordance with University and Residential Life policies; report on Community Council budget, and accountable to expenditures and income. • Support Residence Hall Association (RHA) programs and promote Community Council and resident participation in RHA and its sponsored activities. • Through the supervision of the Graduate Hall Director, supervise the programming efforts of the residential community, making sure there is accountability through the appropriate programming model. • Supervise initiatives as outlined in the Student Learning Workbook and the departmental philosophies of student learning. • Maintain residence hall traditions and identity through activities such as Homecoming and other traditional programming efforts. • Create and promote student leadership opportunities in the residential community.

OTHER RESPONSIBILITIES (5%) • Serve on departmental committees and/or chair a special project, with the approval of supervisor. • Serve on University committees as appointed by the Associate Director for Residence Education or Director of Residential Life. • Additional duties as assigned by the Assistant Director, Associate Director for Residence Education or Director of Residential Life. • Respond to families and other constituencies regarding student issues, concerns and questions.

An offer of employment is contingent on a satisfactory pre-employment background check. Application deadline is April 1, 2010 or until a candidate is selected. Apply online at: www.lsusystemcareers.lsu.edu. Position #003361. LSU SYSTEM IS AN EQUAL

OPPORTUNITY/EQUAL ACCESS EMPLOYER

Job Requirements

Required Qualifications: Bachelor's degree; one year (two academic semesters) residence hall staff experience (resident assistant, graduate hall director or higher level) or related student affairs experience; knowledge of living/learning communities and application of student development theory as it relates to supporting students in the achievement of academic success; experience with organizing, supervising and working with student groups and staff members.

Additional Qualifications Desired: Master's degree in College Student Personnel Administration, Higher Education Administration, or a related field; experience working with living/learning environments, Residential Colleges, and other academic initiatives; good human relations skills; strong written and verbal communication skills; management skills. Special Requirements: Required to live in a residence hall apartment, dine at designated facilities and be available for irregular hours, extended work days, on-call emergencies and weekends.

Qualifications

Education:	Major Preference:	Yrs of Full-Time Experience (In Student Affairs):
<ul style="list-style-type: none">• Bachelors Required	<ul style="list-style-type: none">• Educational Administration	<ul style="list-style-type: none">• 0-3 yrs
<ul style="list-style-type: none">• Masters Preferred	<ul style="list-style-type: none">• Higher Education• Student Affairs	

Institutional Contact Person

You Must Apply For This Position Using the Website Address Listed Above