



# Example of Residence Coordinator Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is looking to fill the role of residence coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for residence coordinator

- Coordinate the opening and closing of the residence hall in conjunction with the opening and closing of the academic year and various vacation periods
- Approve all room changes within the residence hall
- Perform inspections of student rooms to maintain appropriate standards of health, safety, and maintenance as directed by the Director of Residence Life
- Report needed repairs to custodial/maintenance staff and supervisor
- Represent the Office of Residence Life on designated committees as assigned by the Director of Residence Life
- Represent the Office of Residence Life on Admissions panels and tabling
- Plan, coordinate and execute sessions during Summer Orientation to highlight the Office of Residence Life responsibilities and services
- Establish effective working relationships with other campus offices and departments to ensure quality services for the resident population
- Assist in assessment and evaluation of Residence Life programs and services
- Attend Campus Life Team Meetings at least 3 times a semester with OSLA and the Dean

## Qualifications for residence coordinator

- Participate in projects related to the departmental goals
- Assist with periodic RA program planning and shopping
- Commitment to the objectives of higher education
- Extreme emotional stability

help students persist to graduation from the University by collaborating with other departments, staff, faculty, and student group

- Advise Hall Council and encourage the organization and its leaders as they seek to enhance the quality of life in the residence hall