



Example of Residence Coordinator Job Description

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Our company is growing rapidly and is looking for a 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

- Assists in supervision of 19 RA staff through regular one on one meetings, ongoing staff development and recognition, staff accountability, assisting with the opening and closing of residence halls, and conducting regular health and safety inspections of residence hall rooms
- Serve as a student Conduct Hearing Officer
- Serves on Departmental and Divisional committees
- Assists with departmental technology
- Serve as the Coordinator for Residence Life (CRL) for up to three residence halls (including the Training Ship Golden Bear) and supervise up to 20 Residence Hall Officers, building maintenance, upkeep, and custodial services
- Assist with management of all aspects of student housing and summer conference housing
- Enforce the terms and conditions of the Student Housing License Agreement, Student Handbook and all federal laws
- Assist with planning, coordination and management of move-in and move-out process
- Schedule and perform room inspections and assess damage billing fees
- Assist with management of student occupancy

Qualifications for residence coordinator

- Current Food Handler's Permit within three months of employment
- Daily tasks include walking around the office, sitting for data entry and

communicating with multiple staff members verbally and in type-written format

- Periodic Tasks include giving facility tours, traveling to conferences, hosting recruitment informational sessions, participating in interviews and staff selection activities, standing during programs, activities, meetings or events
- Excellent administrative, written and oral communication skills are required
- Creativity, self-motivation, and ability to work in groups independently strongly preferred
- The Coordinator for Residence Hall Operations interacts extensively with other University departments and student paraprofessional staff