



Example of Residence Coordinator Job Description

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Our company is looking to fill the role of residence coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for residence coordinator

- Keep Director of Housing & Residential Life (DHRL) regularly informed of all pertinent situations
- Serve in five-person duty rotation and respond to any campus emergencies
- Collaborate with Assistant Director for Residential Learning Communities and Assessment to develop, implement, and coordinate all aspects of ICEI Residence Life program (trainings, monitoring health and safety of ICEI students, monitoring ICEI student involvement in residence life)
- Manage ICEI Day and Residence Life Peer Mentoring programs
- Co-supervises 15-19 undergraduate Resident Assistants (RAs) and/or office student staff
- Supervises undergraduate and/or graduate staff and develop a team that will implement all the activities, programs and services needed to create inclusive communities that reflect the mission and goals of Residence Life
- Responds effectively and efficiently to resident concerns, and work with colleagues from Residence Life and Housing to address facilities related issues
- Ensures the quality work of the building staff(s) through meetings, training, evaluation, ongoing supervision, and the establishment of short and long-term performance objectives
- Works with staff members to build their community development skills and intervene when necessary to ensure the staff is doing all they can to build positive inclusive communities

Qualifications for residence coordinator

- The incumbent may be required to provide Coordinator for Residence Life support for up to four months with Summer Conference Housing and/or on the annual training cruise for 30 to 60 days
- Bachelor's degree plus 2-3 years experience in operations, sales and/or customer service – preferably in the hospitality or travel sector
- Previous experience working in campus housing and residence life is desirable
- Will assist Director in recruiting and hiring Resident Assistants other assigned student workers
- The ability to apply common sense understanding to carry out detailed written or oral instructions is necessary, along with the ability to understand human behavior
- A background check (including a criminal records check and fingerprinting) must be satisfactorily completed before any candidate can be offered a position with the CSU