



Example of Residence Coordinator Job Description

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Our growing company is hiring 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

- Advises and develops students involved with hall government, living learning community peer mentors, and in-hall student leaders with an emphasis on empowerment and leadership development
- Under the direction of the Campus Director, supports the daily operations of Residence Life and the fostering of a unique campus culture
- Participates in campus based, departmental, and divisional training and is responsible for the evaluation of student staff
- Supervise, train, evaluate and select (8-12) undergraduate Resident Assistants (RA)
- Advise Hall Council(s) within your area
- Chair a Residence Life Committee (student staff selection, training, recognition, in-service)
- Meet with students experiencing personal or academic challenges and facilitate connections with campus resources
- Assist with collateral assignments including staff selection and training, search committees, large scale program planning, advising for the Residence Hall Association, advising of the Thursday Night Takeover programming series, Housing Administrative Review Team, collaborations with campus partners
- Monitor status of general student, MLC, and program applications and follow-up to ensure applications are submitted on time
- Assign students on line

Qualifications for residence coordinator

- The Coordinator of Residence Life, Programming & Assessment is currently a live-off position
- A valid California Driver's License, CPR and First Aid certificates must be acquired within six months of hire and maintained thereafter
- Bachelor's degree and training in student development and/or counseling-related issues
- 1-2 years of graduate or professional experience working directly with college students
- An understanding of and demonstrated commitment to engaging underrepresented and majority culture students in issues of diversity and inclusion and supporting underrepresented student success at predominantly white institutions
- Master's degree in Higher Education Administration, Student Affairs Developmental Psychology, Education or a related field is preferred