

Live In Residential Life Coordinator

Job Description

Live In Residential Life Coordinator

Live In Life Coordinators are 12 month, full time professional live in staff. A Live In Life Coordinator is responsible for a particular hall or area. He/she provides support services directly to students, supervises Resident Assistants and Staff Assistants, and oversees all operational, educational and social hall activities. Summer responsibilities will include participation in Summer Student Housing, Summer Conference Housing, Facilities Management etc.

Staff Supervision

The Live In Residential Life Coordinator is responsible for the following staff supervision in his/her assigned building/area:

1. Assists in the selection and training of staff Resident Assistants and works study students.
2. Plans and conducts staff meetings on a weekly basis.
3. Meets with each staff member individually on a weekly basis.
4. Plans and implements staff development programs.
5. Supervises work study students.
6. Advises staff on appropriate student and floor interventions.
7. Ensure that hall is covered 24/7.
8. Assists in retention efforts.

Duties

The Live In Residential Life Coordinator is responsible for the following aspects of operations in his/her building or area:

1. Facilitates opening and closing of his/her building or area.
2. Conducts regular health and safety inspections.
3. Coordinates follow-up for all maintenance and housekeeping concerns/requests.
4. Conducts weekly room inspections.
5. Maintains regular office hours balanced between mornings, afternoons and evenings.
6. Facilitates check-in/out procedures and room changes.
7. Responsible for the day to day management and administration of residence hall or area.
8. The Live in Residential Life Coordinator will create and implement activities and programs that are responsive to student needs, develop community and are reflective of the academic mission of the University.
9. Other duties as assigned by the Vice President for Student Affairs or his designee.

Live In Residential Life Coordinator

Qualifications

The successful candidate must possess:

- Prior residence hall experience, either at the undergraduate or graduate level.
- Master's degree in Higher Education, Counseling or related discipline is preferred.
- Leadership experience in the area of student affairs.
- Strong verbal and written communication skills.
- Demonstrates imitative and experience in assisting others.
- Effective time management, self management and conflict resolution skills.
- Must be able to prioritize tasks and meet deadlines.

Expectations

- Live in Residential Life Coordinator s will live in compliance with University and residence hall policies, procedures and regulations.
- Position requires strict adherence to standards of confidentiality.
- When on duty, must be in the residence hall or carrying the cell phone within a specified radius in order to respond immediately to any medical or psychological emergencies, fire, security matters, desk issues and other student/parent concerns.
- Comply with mandatory on call rotating shifts.

Knowledge, Skills and Abilities

- Ability to communicate effectively with all types of people.
- Ability to analyze information and to problem-solve.
- Knowledge of, and ability to work within, a University environment with all of its constituencies.
- Ability to work independently and use sound judgment to make decisions.

Please forward applicant information and letters of reference to:

Mrs. Cynthia Hawkins, Director
Human Resources Management
640 Dr. Mary McLeod Bethune Blvd.
Daytona Beach, FL 32114
Phone: 386-481-2049
Fax: 386-481-2052
Email: hr@cookman.edu