The Department of Residential Life, Housing and Food Service is committed to providing students with resources and experiences that will complement their academics. The department is committed to providing services for our residents that far exceed mere room and board. The Coordinator for Residential Life Student Leadership and Activities position is an integral part of the department team.

RESIDENT DIRECTOR POSITION DESCRIPTION

Summary Statement: Major Functions

The Coordinator for Residential Life Student Leadership and Activities serves as an advisor for the Residence Hall Association and coordinates the training and assessment of the multiple student leadership positions in the residence halls. The position is responsible for implementing residential life student leadership initiatives, management of the Residence Hall Association Office, and supervision of the department programming resource room, including the student office assistants. The incumbent coordinates hall governments and other student groups and provides general administration and oversees risk management associated with large scale student events and activities for on campus students. The incumbent maintains full-time office hours, to include evening/weekend hours for programs and training. Summer duties include assisting with program planning for the academic year, coordinating volunteer and vendor involvement for opening, or other related duties.

Major Responsibilities

Student Leadership Development (45%). Provide advisement and assistance to the Residence Hall Association (RHA) individual officers and group advisement to boards and/or committees; ensure advisement for attendance at regional and national student leadership conferences with student officers. Manage the operations of the Student Leadership Resource Center including supervision of student office manager position. Coordinate ongoing training for all hall staff in the area of student leadership development. Assist in training and facilitate ongoing support for the individual residence halls Leadership Councils. Under the supervision and direction of the Director for Residential Life, develop learning objectives and outcomes for residence hall student leadership positions. Coordinate and facilitate leadership training for students involved in RHA and the National Residence Hall Honorary. Ensure RHA is maintaining regional and national affiliations. Assist the Assistant Director for Residential Education in coordinating and facilitating CEP 314, an academic leadership course for student Residential Life staff.

Activities Coordination (30%). Coordinate the implementation and evaluation of on-campus student involvement in activities and programs, including but not limited to: intramurals, Homecoming, community service events, block parties, movie night in the quad, etc. Collaborate with other University departments to implement high-quality, large-scale events (i.e., Wolfpack Welcome, etc.). Coordinate programming efforts in conjunction with the Resident Directors to meet the needs of weekend and late-night programming. Create and maintain an annual programming calendar. Design and coordinate promotion of residence hall activities and opportunities using creative and innovative multi-media mediums. Assist with opening, closing, and finals week activities. Coordinate recognition programs in conjunction with RHA and the National Residence Hall Honorary. Ensure RHA is maintaining regional and national affiliations. Assist the Assistant Director for Residential Education in coordinating and facilitating CEP 314, an academic leadership course for student Residential Life staff.

Assessment (15%). Under the supervision and direction of the Assistant Director for Residential Education and the Director for Residential Life, coordinate the assessment of student leadership positions, trainings, events and/or programs and the creation of assessment instruments to measure if objectives are being achieved. Assist in the collection and review of assessment data for program improvements. Compile data/statistics to support leadership funding and staffing.
Administration and Fiscal Management (10%). Administer the Residence Hall Association and intramural budgets with signatory responsibility. Coordinate and track program purchases and fundraising events including oversight of budget logs. Generate program tracking reports. Coordinate all volunteer and vendor involvement associated with Fall Opening and “Dorm Storm”. Coordinate the assignment and assessment of opening tasks for the department. Assign security or request police as necessary and manage all risk and liability issues associated with all residential life student sponsored events. Observe, evaluate, and provide feedback to the appropriate departmental staff on the quality of the following: housing and dining facilities and their furnishings and equipment; service provided by departmental staff, dining and custodial services of the department; programs presented by the department.

Essential Knowledge, Skills, and Abilities

1. Knowledge of residential life, operations and procedures, administrative and supervisory experiences, student development theory, counseling and conflict resolution, leadership theory and development, and general higher educational procedures are all critical to the effectiveness of this position.

2. Skills essential to this position include: advising, administration, and organization; excellent verbal and written communication; proficiency in use of a personal computer and current software applications including but not limited to Microsoft Office Suite (word, access, excel, powerpoint, and email); familiarity with marketing and graphic design concepts and proficiency in use of appropriate software; interpersonal and human relations skills; public relations; decision making; work with diverse populations and be sensitive to gender, disabilities, and cultural and ethnic diversity issues; training in multicultural awareness; and emergency response.

3. Primary to one’s ability to succeed in this position is the ability to: be flexible and adapt to an unusual and changing environment; understand and interpret formalized policies, guidelines, rules and regulations; positively motivate and direct administrative staff toward a common goal and create a strong teamwork orientation; and travel to serve as the advisor for delegations to student leadership conferences.

4. Carry out physical activity requirements commensurate with duties of the position, i.e., walk up multiple flights of stairs in case of emergency, lift 25 pounds, etc.

Required Qualifications

- Bachelors degree from a regionally accredited institution in communication, education, business or related field and one year of professional experience with two years of relevant work experience in student services environment.

Preferred Qualifications

- Masters Degree preferred in college student development, student personnel, counseling, or related field from a regionally accredited institution with one year of relevant work experience in student services environment.