

# Residence Life Coordinator Position Description

## **Overview of USF and Housing & Residential Education**

Student Affairs at the University of South Florida is a pre-eminent organization that inspires learning and transforms the lives of students for lifelong success. Student Affairs provides learning opportunities and environments for students to discover, integrate, and apply new knowledge that increases their capacity for personal growth, responsible citizenship, and ethical leadership.

Guided by the direction of Student Affairs, the Department of Housing & Residential Education at the University of South Florida provides a safe community, innovative programs, and quality services that contribute to our residents' success by fostering their learning, personal development, and citizenship.

## **About the Position**

The Department of Housing & Residential Education seeks talented and dedicated educators to join the dynamic Residence Life & Education team as a Residence Life Coordinator. USF takes a holistic approach to residential life and education. You will lead the charge for student development while having the opportunity to create, implement, and manage a comprehensive residential life and education program designed to intentionally contribute to student learning, growth, and success.

## **Position Responsibilities**

The Residence Life Coordinator has overall responsibility for creating a safe, secure, and learner-centered environment in an area of 500-800 residents. This position requires frequent and meaningful interactions with students in a variety of settings. Residence Life Coordinators oversee academic support, staff supervision, facilities management, student conduct, crisis intervention, and social justice education, while conducting their work in a student-centered manner.

Framed by the values of Student Affairs, the major responsibilities of a Residence Life Coordinator at USF include:

### *Engagement*

- Community development: ensure that all residents feel included and welcomed by overseeing and being invested in academic, community, and personal programs in collaboration with other residential life and education staff and/or university departments; serve as a role model to student staff by having intentional, educational conversations
- Advising: provide regular interaction that challenges and supports students as they explore and take ownership of their individual growth and development
- Serve as the primary advisor to the building/area council
- May additionally serve as co-advisor to the campus-wide Residence Hall Association (RHA), and/or the National Residence Hall Honorary (NRHH)

### *Integrity*

- Supervision: provide supervision to resident assistants, and/or graduate students, and support staff in the area of assigned responsibility; serve an integral role in the recruitment, selection, training, and evaluation of all staff members

- Student conduct: upholding and advocating the USF Commitment to Honor, Code of Conduct, and Housing Policies by serving as an initial review hearing officer, adjudicating conduct cases and administering educational sanctions

#### *Excellence*

- Academic initiatives: develop intentional student interactions and programming focused on the curricular experience, including implementing a residential curriculum that seeks to create a meaningful residential experience; mentoring at-risk first year students living on campus; provide support to Living Learning Communities and Academic Initiatives as outlined by the department
- Professional Development: serve on various departmental committees and task forces, including but not limited to staff selection, recruitment, and training; option to serve on university-wide committees

#### *Diversity*

- Appreciation: champion the acceptance and appreciation of all individuals through role modeling standards of ethical decision making
- Multicultural Education: creating meaningful programming that promotes social justice and multicultural competence while assisting students in their exploration of personal identity in a global society

#### *Community Advocacy*

- Facilities operations: manage all operational aspects of the assigned community, including reporting concerns to appropriate facilities and operations staff, damage billing, opening and closing, occupancy management, and conducting regular safety drills and inspections
- Customer service: respond to concerns and issues of students, parents, staff, and others in a manner that provides exceptional service, accurate information, and fosters relationship-building
- On-call crisis response: serve as the primary emergency response person for an on-campus community up to 5,700 residents; participate in an on-call rotation throughout the entire calendar year
- Crisis preparedness: serve as a member of the essential personnel in crisis situations, be knowledgeable of departmental and university protocol and resources, prepare staff and students for potential crisis situations, address concerns in area

#### *Wellness*

- Referral agent: provide basic counseling and crisis management interventions with students while educating and referring students to the campus resources available to enhance their collegiate experience; be an educator to student staff to be able to manage low-level referral situations
- Initiatives: promote and participate in departmental and university initiatives, including, but not limited to sustainability efforts, student behaviors, and education

### **Requirements**

A Master's Degree in Higher Education, Student Personnel, or a closely related field and residence life experience. Graduate-level residence life staff experience is strongly preferred. This is a 12 month, live-in position. Residence Life Coordinators are required to live in an apartment on campus in order to perform the duties of the Residence Life Coordinator position. Apartments are furnished, and include utilities, cable, and wireless internet. Residence Life Coordinators are also required to maintain a university meal plan as a way to strengthen ties with students in their communities.

**Compensation**

Compensation includes an annual salary of \$32,000; and full university benefits.