RESIDENCE HALL COORDINATOR
Position Description for Housing & Residence Life
Saint Louis University
2011-2012

General Description
The Department of Housing and Residence Life as part of the Division of Student Development helps students develop as leaders who are spiritually formed, critically reflective, and socially and personally responsible.

The Residence Hall Coordinator (RHC), as an educator, provides direction for student learning and academic success while managing or co-managing the overall administrative, supervisory, and programmatic facets for a co-educational residence hall area of 160 – 500 students. As a live-in member of the Housing and Residence Life Department, the Residence Hall Coordinator is responsible for the direct supervision of paraprofessional staff, advising the hall government, overseeing the supervision of security desk operations, the development of comfortable living and learning communities that foster academic success, assessing learning outcomes, and assisting individuals with their personal needs and concerns. In addition to building responsibilities, RHCs play a crucial role in serving student needs through the Division of Student Development. For this reason, other duties will include a collateral project with Divisional partners such as Leadership and Service, Academic Support Programs, Career Services, Commuter & Transfer Student Programs, Peer Education, Cross Cultural Center, Late Night Programs and Servant Leadership.

The Saint Louis University Department of Housing and Residence Life is committed to the total development of the resident within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls. The Housing and Residence Life program is built on a student learning philosophy that values social justice, community, spiritual and personal growth, and academic success.

This department is committed to creating and maintaining communities that are welcoming and accepting of people of all races, color, sex, religion, national origin, sexual orientation, disability, age and veteran status. Our goal is to instill respect and foster a sense of community by creating, promoting, and supporting residential environments where students, faculty, and staff are provided opportunities to understand, accept, and appreciate each other. Housing and Residence Life is committed to confronting situations of intolerance that result from lack of respect, knowledge, or awareness.

Staff positions in Housing and Residence Life are not traditional 8-5/M-F jobs. Schedules are influenced by student and community needs. There will be times throughout the year when the Residence Hall Coordinator will be expected to work evenings and weekends. Availability during this time will be determined in conjunction with the supervisor.

Responsibilities
The Residence Hall Coordinator will be responsible for the selection, training, mentoring, and evaluation of Resident Advisors and an undergraduate Assistant Hall Coordinator, indirect and/or direct supervision of the Desk workers, and may supervise a student Office Assistant. Additional duties include advising the hall government. Residence Hall Coordinators will assist in the development and management of living and learning communities that motivate and inspire students to devote more time to educationally purposeful activities. The emphasis on developing strong communities and student involvement assist with creating environments that promote and enhance the opportunities for student learning.

The Residence Hall Coordinator, supervised by an Assistant Director, is a vital member of the Residence Hall community and the Housing and Residence Life Staff. The Residence Hall Coordinator is expected to work with the Assistant Directors, Associate Directors, the Director, and other Departmental Staff in establishing goals and strategies for Residence Life and is responsible for the successful implementation of the goals and strategies in their area while remaining true to the vision.

Paraprofessional supervision, selection, training, development evaluation, and recognition
• Collaborate with others in the department on above processes
• Supervise a variety of paraprofessionals, which include Resident Advisors (RA), Assistant Hall Coordinator (AHC), and other positions such as an Office Assistant (OA) and/or Desk workers.
• Facilitate weekly meetings with paraprofessionals to discuss progress on goals and opportunities for new initiatives or collaborative projects.
• Participate in campus-wide and area training coordinated by Residence Life.
• Complete on-going and semester evaluation of paraprofessionals.

Programming/Instruction
• Supervise staff efforts/progress based on formal and informal needs assessment, targeted goals, learning outcomes and impact assessment strategy.
• Understand and implement the departmental programming model.
• Track programming for reporting purposes.
• Facilitate the RA Class at least once each year.
• Present a departmental RA Development for Resident Advisors once a year.
• Set goals and priorities for programming based on equity, diversity and inclusion.

Academic Support
• Participate in group meetings to discuss opportunities, issues, and strategies to promote student learning with Residence Life staff.
• Be knowledgeable in general education requirements and resources for specific college/department advising questions.
• Work with stakeholders (which could include faculty, staff, and paraprofessionals) to develop integrated living/learning experiences for students in our learning communities.
• Coordinate academic achievement recognition/incentive programs.
• Promote study group formation through paraprofessional staff and community leaders.
• Assist Residence Life staff in increasing division/college advising services in halls, particularly during pre-registration periods.
• Work with Student Development and Student Life to identify and implement opportunities for service learning activities.
• Supports Summer Reading and Welcome Week and Welcome Back Week programs.

Work with Resident Advisors & community leadership to develop and maintain effective hall/floor governance
• Advise hall or group government.
• Promote student leadership within the residence halls.
• Implement the Leadership Model with student leaders.
• Assist Resident Advisors in developing leadership opportunities in their communities.
• Coordinate student leadership training for hall governments.
• Work with hall government Treasurer.
• Support and promote student groups.

Student Conduct
• Work with Student Conduct Office and supervisor on maintaining judicial consistency.
• Serve as a hearing officer and conduct judicial hearings with students.
• Consult or refer on more serious cases.
• Assign sanctions, educational tasks, residence hall probation.
• Follow-up with residents after sanction is completed.
• Utilize judicial database for tracking judicial cases and maintaining timely due process.

Community Development
• Promote community development at the floor and hall level.
• Assist Resident Advisors in developing leadership on the floors centered on community accountability and group goals through the use of community standards.
• Be actively involved in resolution of issues and concerns.
• Promote participation in Student Development programs and services.

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• Promote student achievement and initiatives through nominations to campus and national awards.
• Advise Resident Advisors and community leadership to conduct discussions on damages or vandalism
• Create open environments for dialogue on issues of equity, diversity and unity.
• Respond to behaviors that degrade or oppress students or all faiths and backgrounds

Assessment
• Support and administer approved department or division assessment programs/initiatives
• Be visible on floors and in the hall talking informally with residents about academic, personal or community success/issues/concerns
• Conduct at least one Focus group a year based on info collected from Six-Weeks assessment survey and/or EBI survey; or on Learning Communities
• Utilize quantitative and qualitative assessment to produce positive changes and provide quality service to the students

Administrative responsibilities
• Supervision of daily security desk operations
• Understand and be knowledgeable of office/desk procedures
• Work/cover the hall desk when needed
• Coordinate occupancy information and room changes
• Verify and approve occupancy changes
• Ensure roster accuracy
• Coordinate moves within the building
• Distribute information in a timely fashion to staff and students
• Administer hall openings and closings
• Manage budget responsibilities within the hall and/or student groups as assigned
• Assist with facility management in renovation planning; communicating work orders repair and replacement needs, and support maintenance and custodial services for the area.
• Manage damage tracking and billings
• Respond to parent/faculty concerns; refer difficult cases
• Attend regular meetings as scheduled
  • Expected to work 9:30am – 4:30pm Monday – Friday and 6pm – 9pm Thursday nights (an additional 7 hours/week for evening office hours or area programs)
  • Maintain a balanced schedule of office hours daily for conduct meeting, staff one-on-ones and walk-in appointments with students
• Provide weekly feedback on campus dining venues (meal plan provided)

Crisis Intervention/Response
• Work with Department Public Safety, Student Health and Counseling Center, Student Conduct, etc. in response to issues/incidents in the halls
• Contact students and parents for less serious issues; work with Assistant Directors on more serious issues
• Provide follow-up information the morning after an incident
• Provide information for the Monday Morning Meeting and Behavioral Concerns Committee

Campus Support
• Assist the Admissions Office, Visitor Relations, and Residence Life in recruitment initiatives such as Marvelous Mondays, Orientation, residence hall tours, and campus visit days
• Support or collaborate with other Student Development or student support services offices/departments (i.e. Campus Ministry, Student Rec Center, Educational Services, etc.)
• Collaborate with Student Development professionals in the development and advancement of transitional programs.

Serve on departmental committees – returners may be asked to chair
• Complete committee preference sheet to determine Committee placement.
• Serve on two departmental/divisional committees
Participate in department on-call rotation

- Serve on-call as first responder and information nexus for campus emergencies
- Be accessible by Nextel for 24-hours per day during one week shift
- Remain within city limits and easy access back to campus if needed

Requirements

** A formal Saint Louis University Application must be completed prior to any interview to be considered as a candidate. https://jobs.slu.edu **

A Master’s Degree is required. Previous residence hall staff experience, interest in the development of college students, a desire to live on campus, and demonstrated ability in the following areas: organization or processes and tasks, problem solving, crisis management, and administration. At least 1-2 years of post-masters work experience is preferred. The Residence Hall Coordinator position is considered a security sensitive position. Finalists will be subjected to a background check and will be required to submit fingerprints as a part of the process. All candidates will be required to submit academic transcripts to verify education.

The Residence Hall Coordinator must be committed to working within an innovative environment that is focused on the education of individuals and groups of college students within a residential setting through the development of cohesive living and learning communities. The successful staff member must have a passion for working with a diverse student population, committed to student learning and development, possesses strong critical thinking and problem solving skills, demonstrates initiative, communicates effectively, has a positive attitude, and an ability to manage structured autonomy.

It is also critical that all Residence Life staff understand the importance of educating leaders that are equipped to participate in a global society. For this reason, all staff are expected to expand their understanding of equity, diversity and inclusion while being advocates for and role models of multicultural competence.

Remuneration

This position is 12 months, beginning July 5, 2011. The salary for this position starts at $31,000. Staff members accumulate annual leave in addition to the official holidays acknowledged by the University. Residence Hall Coordinators are considered professional University personnel and are expected to work during student vacation periods unless personal accrued leave is taken or an official university holiday has been designated. The University offers an excellent benefits package, including choices in healthcare, investment opportunities and tuition remission for up to 18 graduate credit hours per calendar year. Of these hours, $5250 in tuition is tax-free.

A furnished, air-conditioned apartment within the assigned residence complex is provided at no expense, including utilities, local telephone service, extended basic cable television, internet connection. Reserved parking is available upon the individual purchase of a campus parking permit.

Saint Louis University prohibits discrimination based on race, color, sex, national origin, religion, age, disability, or veteran status. In addition, based on our Catholic values and tradition we are committed to protecting the dignity of each person and therefore extend our non-discrimination policy to include sexual orientation. All University policies, practices, and procedures are administered in a manner consistent with our Catholic Jesuit identity.

To apply, send a cover letter, a resume, and the names, addresses and telephone numbers of three references to: Jason Amezcua, Assistant Director, Housing and Residence Life, 3744 West Pine Blvd., Brown Hall, Village Apartments, St. Louis, MO 63108, Phone: (314) 977-3041, FAX: (314) 977-1510, Email: jamezcua@slu.edu

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