The Department of Housing and Residence Life enhances the campus experience by creating an environment that facilitates the growth and development of the whole student. Housing and Residence Life strives to provide a safe and secure environment that fosters healthy, inclusive community-building among residents, supporting and emphasizing their academic success. Our commitment is to intentionally support the development of men and women for others through our support for the educational mission of the University and its Jesuit, Catholic heritage.

- Housing and Residence Life Mission Statement

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 Flats Graduate Hall Coordinator (GHC), as an educator, provides direction for student learning and academic success while managing, or co-managing the overall administrative, supervisory, and community experiences for a co-educational an apartment complex of 300 students. The Saint Louis University Department of Housing and Residence Life is committed to the total development of the student within an inclusive community through community standards, community experiences, intentional conversations, reflection, and group dialogues. The Department of Housing and Residence Life program is built on a student learning philosophy that values social justice, community, spiritual and personal growth, and academic success. The Flats Graduate Hall Coordinator is supervised by an Assistant Director- Residence Life.

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, gender, 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.

Position Description

Student Staff Supervision, Selection and Development

- Supervise a variety of student staff, which includes: Resident Advisors, Desk Manager, and Desk Workers
- Evaluate staff efforts/progress based on formal and informal needs assessment, targeted goals, learning outcomes
- Facilitate meetings with student staff to discuss progress on goals, opportunities for new initiatives or collaborative projects
- Recognize and support student staff that work in your building/area
- Provide and/or support recruitment, training and development for all student staff positions

Residential Curriculum

- Learn how to create and implement learning outcome focused lesson plans for building and/or area
- Promote community development at the floor and hall level
- Incorporate Servant Leadership values into community experiences, service and student development
- Establish goals and priorities for building inclusive communities

Community Standards

- Serve as a Community Standards officer for student preliminary meetings, hearings, and student appeals
- Advise Resident Advisors and student leaders to confront negative behavior
- Be actively involved in resolution of issues and concerns in a timely manner including behaviors that degrade or oppress students of different faiths and backgrounds
- Assign sanctions (educational tasks, reflection activities, community service)
- Utilize Maxient (conduct database) to track student incidents and manage assigned cases

**Academic Support**
- Participate in meetings to discuss opportunities, issues, and strategies to promote student learning
- Work with faculty, staff, and student stakeholders to develop integrated experiences for learning communities
- Coordinate academic achievement recognition/incentive programs
- Collaborate with Student Success Center to provide formal study groups, tutoring and academic support
- Work with various departments (Center for Service and Community Engagement, Student Involvement Center) to identify and implement opportunities for service learning activities

**Student Leadership**
- Advise Apartment Council
- Promote student leadership opportunities within the residence halls and apartments
- Participate in the facilitation of student leadership training for Hall and Apartment Council student leaders
- Oversee budget process with Hall or Apartment Council Vice President of Finance

**Assessment**
- Support and administer approved department and/or division assessment programs/initiatives
- Learn how to interpret and report assessment results

**Administrative Responsibilities**
- Maintain a balanced schedule of office hours for committee and conduct meetings, staff one-on-ones, and walk-in appointments with students
- Provide written reports (weekly student/facility report, on call incident reports, quarterly reports)
- Supervision of security desk operations including payroll approval
- Manage student assignment and occupancy changes within building/area
- Coordinate hall opening, closing and summer transition
- Manage assigned budget accounts (floor/hall funds, Hall Council funds, committee funds)
- Communicate facility related work orders, repair and replacement needs
- Manage damage tracking and billings

**Crisis Intervention/Response**
- Work with Dean of Students, Department of Public Safety and Emergency Preparedness, Student Health and Counseling Center, Office of Community Standards, Campus Ministry, Title IX Coordinator in response to issues/incidents in the halls
- Provide information for the Incident Debrief Meeting and Behavioral Concerns Committee

**Collaboration**
- Assist campus partners with student recruitment initiatives (scholarship weekends, campus visit days)
- Collaborate with other departments and/or other student support offices
- Work to support Division of Student Development Strategic Priorities and University-Wide Undergraduate Learning Outcomes

**Committee Involvement**
- Serve on one departmental committee (additional opportunities for involvement may become available throughout the year)

**On-Call Rotation**
- Opportunity to serve on-call as first responder and information nexus for campus emergencies
**Requirements**

The Graduate 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, be committed to student learning and development, possess strong critical thinking and problem solving skills, demonstrate initiative, communicate effectively, have a positive attitude, and an ability to manage structured autonomy.

A Bachelor’s Degree is required, supplemented with experience as a Resident Advisor (or equivalent position) and significant leadership experience in a university residence life setting. Enrollment in a graduate program at Saint Louis University is required. The Flats Graduate Hall Coordinator works 20 hours per week with the exception of move-in/ move-out periods when hours could increase.

The Graduate 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.

**Remuneration**

This position is 12 months, beginning July 1, 2014. The salary for this position starts at $12,000 and includes health insurance. A furnished, air-conditioned apartment within the assigned residence complex, including utilities, extended basic cable television, Internet (wired and wireless) connection and partial meal plan are provided.

**The Saint Louis University Campus:**

Saint Louis University is a Catholic, Jesuit university ranked among the top research institutions in the nation. The University fosters the intellectual and character development of more than 14,000 students. Founded in 1818, it is the oldest university west of the Mississippi and the second oldest Jesuit university in the United States. Through teaching, research, health care and community service, Saint Louis University has provided one-of-a-kind education, leadership and service for nearly two centuries. The University is located in a vibrant urban setting in the heart of St. Louis, a metropolitan area with a population of nearly 3 million. More information about Saint Louis University can be found at [http://www.slu.edu](http://www.slu.edu).

**About the Division of Student Development**

In support of our Catholic, Jesuit mission, the Division of Student Development at Saint Louis University facilitates programs, services and experiences that help students develop as leaders who are holistically formed, critically reflective, and socially and personally responsible. As a Division, we operate in partnership with other University departments and our students to assist them in reaching their full development as persons recognizing that learning takes place, formally and informally, in the classroom and through the activities, experiences and lives of students outside the classroom. Student formation includes the physical, emotional, social, intellectual, spiritual, vocational, and moral growth that takes place during a student’s SLU experience. Our diverse profile of services, including over a dozen departments and programs, contribute to this holistic learning environment. Our staff consists of over 100 committed professionals, whose diversity, advanced education, commitment to student learning, and aspiration to excellence is evident.

**Saint Louis University Diversity and Inclusion Vision Statement**

Faithful to its values of promoting social justice and the dignity of all human beings, Saint Louis University is committed to fostering an inclusive environment that welcomes and celebrates all expressions of diversity and identity that advance the Jesuit mission of forming women and men for and with others. This commitment inspires and prepares students, faculty and staff to create communities unburdened by discrimination and oppression.

**For More Information:**

To inquire about the Graduate Hall Coordinator opportunity available at Saint Louis University, please contact:

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