



CREATORS OF INCREDIBLE FUTURES

Application materials should be submitted to McGee Stoller, Director of Human Resources, at mstoller@cottey.edu by May 8, 2024.

Title: Coordinator for Residence Life

FLSA Status: Exempt, full-time, 12-month position

Salary: \$36,000 per year

Reports to: Director of Campus and Residence Life

Job Summary

- Under the general direction of the director of campus and residence life
- Is responsible for the primary administration of an assigned residence hall and assists in department-wide projects and processes created to provide a diverse group of students with a community in which they can live and learn comfortably and develop to their highest potential. In addition, the coordinator for residence life (CRL) assists in overseeing the resident assistant staff and creating a community environment conducive to academic and personal growth reflecting the mission and philosophy of Cottey College. The CRL will participate in a campus-wide “duty” rotation, with the coordinator of campus activities and hall director, that includes after normal business hours and weekends. This is a 12-month, full-time, live-in position, directly supervised by the director of campus and residence life.

Duties and Responsibilities

- Assists in the R.A. selection process
- Attends, assists, and participates in training and ongoing development of R.A.s, attends all staff training sessions and retreats
- Participates in the selection and hiring process of R.A.s
- Holds weekly meetings with hall R.A. staff
- Attends bi-monthly, one-on-one, and residence life staff meetings
- Attends weekly residence life leadership team meetings
- Oversees R.A. programming for the campus, including facilitating planning meetings and coordinating purchases
- Meets with students to mediate roommate/suitemate issues
- Serves on other committees and attends other meetings as assigned
- Supervises opening and closing of the respective hall, including check-in, check-out, and room inventories
- Completes various reports, forms, and other documents as needed

- Reports housekeeping, security, and maintenance needs to the appropriate area
- Helps educate residents on fire and safety procedures and regulations and assists with planned fire drills
- Facilitates health and safety inspections each semester for respective hall
- Meets with students regarding a variety of sensitive topics including, but not limited to, behavioral and wellness concerns
- Serves as a liaison between residents and administration
- Supervises the operations of the respective hall's receptionist area
- Available for residents, including after business hours and weekends
- Assists in hall and resident matters, sometimes with little or no notice
- Helps ensure that residents are familiar with said policies
- Works with the residence life leadership team in reviewing and revising housing policies and processes to be sure best practices are being followed and student needs are being met
- Fulfills campus-wide responsibilities when "on duty"
- Assists in coordinating all social media activity for Residence Life
- Coordinates mail services for commuter students including mailbox assignment, mail distribution, and package communication and pick-up
- Coordinates the sale and distribution of the fall and spring Finals Week Care Packages program
- Assists in the management of the suite chair program, including facilitating selection, training, and mentorship
- Serves as advisor to traditions programming board
- Other duties as assigned

Knowledge, Skills, Abilities

- Effective written and verbal communication skills
- Knowledge of campus resources, services, and offices
- Knowledge of the regulations, ordinances, and administrative policies specified in the Student Handbook and Residence Hall Agreement
- Proficiency with basic office equipment, such as personal computers, word processing, and telephones
- Ability to work with coworkers, faculty, residents, parents, and residence life staff in a caring and professional manner in a wide variety of settings and at odd hours
- Ability to be flexible in schedule and adaptable to hall life and unexpected occurrences
- Ability to adapt to change with little or no notice
- Ability to function at odd hours and in crisis or emergencies
- Ability to efficiently and effectively deal with all violations in a fair and judicious manner
- Ability to complete paperwork, including assigned reports and evaluations
- Ability to schedule and maintain an "on duty" schedule

Credentials and Experience

- Possession of a bachelor's degree
- Possession of a Missouri Class E driver's license or equivalent

Special Requirements

- Live in the on-campus apartment that is provided
- Willing to work evenings, holidays, and weekends

Required Work Hours

- 8 a.m.–5 p.m., Monday–Friday
- Up to 11 “on duty” nights per month: 5 p.m.–8 a.m., Monday–Friday;
8 a.m.–8 a.m., weekends