CAMERON UNIVERSITY

OFFICE OF STUDENT HOUSING
AND RESIDENCE LIFE

Coordinator for Residence Life

Job Description: The Coordinator for Residence Life position is a full-time (12 month) live-on professional position that carries responsibilities for administering a comprehensive residence life program in a community of 300-500 residents. The Coordinator is a key position that works with the Student Housing and Residence Life team to foster student success and develop community for all residential students.

Job Duties of the Coordinator for Residence Life include but are not limited to:

- Professionally and efficiently execute Cameron University's commitment to student success
- Supervision
    - Lead Resident Assistant
    - Resident Assistants (approximately 10)
    - Student Intern
- Facility Responsibilities- Shepler Residence Halls
    - Responsible for overseeing the student conduct process within the assigned community.
    - Work with Resident Assistant staff members individually to ensure growth and development.
    - Manage the RA programming budget for assigned community
    - Manage facility access
    - Schedule Resident Assistant on-call and desk duty for area coverage
- Departmental Responsibilities
    - Responsible for department wide programming and curriculum
    - Plan and execute the recruitment, selection, hiring, and training of all Resident Assistants
    - Advise Residence Hall Association
    - Chair Dinning Committee in coordination with University food provider
    - Collaborate with appropriate University officials to facilitate Student Housing and Residence Life facility reservations
    - Coordinate the Student Housing and Residence Life summer camp operations by serving as the Point of Contact and coordinating with internal and external campus stakeholders
    - Coordinate department events such as, but not limited to, the Late Night Breakfast and End of Year Staff Banquet
    - Review and maintain the department website regularly
    - Assist with departmental and division initiatives
    - Participate in emergency and crisis prevention planning and preparation
    - Respond to emergency or crisis situations appropriately as they arise
    - Open and close housing at the beginning and ending of each semester
    - Participate in a professional on-call rotation
    - Will require additional night and weekend work beyond the on-call responsibility
    - Maintain office hours (generally 8:00 a.m. – 5:00 p.m. Monday-Friday)
    - Perform other related duties as needed to support the goals of the department and mission of the university

Supervision: The position reports directly to the Director of Student Housing and Residence Life.

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MINIMUM QUALIFICATIONS:

1. Bachelor's Degree by time of appointment.
2. Two years' experience either living on or working in housing or residence life.
3. Willingness to be on-call and work evenings and weekends as necessary.
4. Ability to pass a background screening.

PREFERRED QUALIFICATIONS:

1. Master's Degree in higher education, student affairs, educational administration, or related field.
2. Experience supervising Resident Assistants.
3. Post undergraduate work experience in housing or residence life.