



ANNOUNCEMENT OF POSITION VACANCY **Residence Hall Coordinator**

SUMMARY: This is a 12-month, professional live-in position reporting to the Assistant Director for Residence Life. The Residence Hall Coordinator participates as a member of the Residence Life staff, creates opportunities for student development through the Residence Life Learning Plan and individual student interactions, and demonstrates a strong student focus with evening and weekend commitments. This position is responsible for the organization and leadership of student development activities, supervision of RA and desk staff, adjudicating conduct and management of administrative operations of a residence hall. Residence Life is committed to the concept that students should have the opportunity for growth and development outside of the classroom with Residence Life as an integral part of this learning experience. The Residence Hall Coordinator is a key person in the overall operation and success of a growing community within a large residential area. In supporting the learning environment, the Residence Hall Coordinator is a role model, a facilitator, a leader, and an essential person in the experience and education of the students who reside on campus. The Residence Hall Coordinator must enjoy living and working with university-aged students and be committed to education and student development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Staff: Supervise, train, and evaluate student staff. This includes weekly/biweekly meetings with the Senior Resident Assistant and Resident Assistants individually and collectively. The Residence Hall Coordinator also supervises a front desk staff, in which the Residence Hall Coordinator is responsible for hiring, supervising and evaluating desk attendants and creating a work schedule for desk coverage in the residence hall.

Student Outreach: Establish personal contact with students in order to adequately address student needs and concerns by remaining visible, approachable, and active in the halls. Actively work toward the university's goal of increasing student retention by knowing the residents and assisting them in all aspects of university life. A critical emphasis of this position is on being a highly visible and strong presence in your residential hall, apartments and community. CMU Residence Life values our staff members spending the bulk of their work week with students, actively building relationships and assisting them in their transition to higher education.

Supervisory Responsibilities: The resident hall coordinator supervises front desk operation staff, several Senior Resident Assistants and up to 17 Resident Assistants, and is responsible for an undergraduate residence hall with approximately 430 students.

Administration and Management: Maintain general operation of the residence hall, including attention to administrative detail, budget management, assessment of physical environment, and communication with the custodial and facilities staff. Engage with other campus departments and personnel in the administration of primary and collateral duties. Serve on university committees when appropriate.

Leadership and Programming: Encourage the leadership development of students, assist with advising Hall Council, facilitate enriching activities with student staff and Hall Council and implement Residence Life Learning Plan designed to support first- and second-year students as they transition to the rigors and responsibilities of university life.

Mentoring, Advising, and Crisis Intervention: Provide assistance to students experiencing emotional, academic, physical, and/or interpersonal difficulties, and refer them to other professionals when appropriate. Assist in crisis/emergency situations. Attend staff training provided by department.

Policy and Discipline: Understand, support, and enforce campus policies and regulations in appropriate context; conduct educational disciplinary meetings and assign appropriate sanctions. Support resident assistants in the enforcement of policy and discipline.

Duty Coverage and Accessibility: Serve as on-call contact for campus emergencies, generally once every six weeks. Maintain scheduled office hours in the residence hall.

Other Responsibilities: Participate in Residence Life administrative tasks, including professional and student staff selection and training, staff development, and facilitate individual collateral assignment, such as:

- Themed community coordinator
- Residence Hall Association (RHA)/Residence Hall Council (RHC) advisor
- Summer conferences coordinator
- Chair Conduct Board
- Coordinate staff selection, training and recognition
- Coordinate communications/outreach
- Liaison to Student Life and/or Greek Life Organization
- Sexual Assault Response Team (SART) member
- Other duties assigned

REQUIRED EDUCATION & EXPERIENCE:

- A Baccalaureate degree from an accredited institution
- At least one year of experience in Residence Life, Student Affairs or a related field
- Demonstrated strong commitment to student development, learning, and retention
- Demonstrated excellence in organizational skills
- Ability to work cooperatively with students, faculty, and staff

DESIRED QUALIFICATIONS:

- Mentoring and advising, crisis/emergency, and conflict management skills
- Strong desire to learn and grow within a rapidly changing and dynamic department
- Ability to thrive in a team-oriented environment
- Experience adjudicating student conduct
- Experience with managerial and fiscal practices
- Skilled in supervisory practices and techniques
- Strong interpersonal skills
- Computer literacy with proficiency in word processing, spreadsheets and database programs
- Ability to relate to individuals; approachable
- Excellent oral and written communication skills

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Twelve-month, full-time (1.0 FTE), live-in, administrative position to begin July 3, 2017.

COMPENSATION AND BENEFITS:

- Minimum starting salary of \$30,000, commensurate with education and experience

- Furnished, on-campus apartment
- Meal plan
- Excellent health benefits
- Tuition waiver
- Phone stipend

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by March 23, 2017.

Apply by submitting a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, a current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Authorization and Release to Conduct Reference and Background Check form](#)
- [Voluntary Affirmative Action form](#)

Email to: CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

OR Mail to:

Residence Hall Coordinator Search Committee
 Human Resources, LHH 237
 Colorado Mesa University
 1100 North Avenue
 Grand Junction, Colorado 81501-3122
 Phone: 970 248-1820

For information about Colorado Mesa University, please visit <http://www.coloradomesa.edu>. Visit Residence Life at CMU by going to <http://www.coloradomesa.edu/residence-life>.

For questions about this position, you may contact Jody Diers, Director of Residence Life at jmdiers@coloradomesa.edu.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.