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 experience and education of the students who reside on campus. The Residence Hall Coordinator must enjoy living and working with university-age students and be committed to education and student development.

REQUIRED EDUCATION & EXPERIENCE: A Bacalaurate Degree from an accredited institution and at least one year of experience in Residence Life, Student Affairs or a related field is required. The Residence Hall Coordinator must demonstrate a strong commitment to student development, learning, and retention. Demonstration of excellence in organizational skills and an ability to work cooperatively with students, faculty, and staff is required.

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.

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 with adjudicating student conduct
- Experience in managerial and fiscal practices
- Skill in supervisory practices and techniques – strong interpersonal skills
- Computer literacy with a proficient understanding of word processing, spreadsheet and database programs

TYPE OF APPOINTMENT: Twelve-month, full-time administrative, live-in position.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by February 27, 2016. The start date is July 1, 2016.
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, 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

Mail to:
Colorado Mesa University
Residence Hall Coordinator Search Committee
1100 North Avenue
Grand Junction, CO 81501

Direct inquiries to Jody Diers at 970-248-1536.

For information about Colorado Mesa University, please visit http://www.coloradomesa.edu and for Residence Life at CMU visit http://www.coloradomesa.edu/residence-life.

*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.*

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