Residence Life Coordinator
College of Saint Mary

College of Saint Mary is seeking an enthusiastic and dynamic student affairs professional to join the Student Development team as the Residence Life Coordinator, who reports to the Director of Residence Life. This one-year, half-time position is best suited for a graduate student pursuing a career in student affairs. The position includes assisting with administrative and programmatic functions to provide a residential environment reflective of the University's mission and values and the Department's learning objectives. This position is a part of the Campus Life team which includes the Associate Dean of Students, Department of Residence Life, Campus Ministry and the Office of Student Leadership & Organizations.

Leadership and Community Development:

- Responsible for working with the Community Coordinator for the oversight of residential hall desks (Lozier and Madonna) operations including hiring, training, scheduling and evaluating hall desk staff.

Administrative:

- Assist Director of Residence Life (DRL) with overall operations of the residence life program, including housing assignment coordination and oversight, occupancy reporting, and other residence life reports and assessment.
- Assist with hall openings and closing procedures at various break periods.
- Responsible for the operations and upkeep of Lozier Hall and Madonna Hall, including maintenance, custodial needs, and assess needed improvements (building repairs, furnishing replacements, etc.)
- Schedule student conduct meetings for DRL and Lozier Hall Director, manage judicial paperwork.
- Coordinate common area damage promotion and assessment in both halls.
- Process residence life budget expenditures and purchase orders.
- Gather immunization records for Madonna residents’ children.
- Responsible for the operations and upkeep of both residence halls, including maintenance, custodial needs, and security operations, and assess needed improvements (building repairs, furnishing replacements, etc.) Conduct monthly building walk through to assess maintenance and custodial needs.
- Respond to on call phone during working hours of position.

Qualifications:

Candidates must have completed requirement for a Bachelor’s Degree with at least a 2.5 cumulative GPA. Previous experience with residence life programs, leadership programs is desired. Also need excellent interpersonal and communication skills, solid administrative and organizational skills, ability to manage multiple priorities and sound decisions.
Salary and Benefits:

- Residence Life Coordinator for 2016-2017 is a live-off, half-time position; 20 hours per week. Optimum timeframe is July 1, 2016 to May 31, 2017.
- Salary range is $14,000 to $14,500.
- Free access to the campus recreation facilities including a full gym, pool and walking trail.
- University benefits available.

Application:

Please apply using the following link. **Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply.** When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment. Applications accepted until position is filled.

[https://home.eease.adp.com/recruit/?id=15306011](https://home.eease.adp.com/recruit/?id=15306011)

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