

**Essential Job Functions  
Residence Life Coordinator**

- 40% Student Staff Supervision and Community Development
- Recruit, select, train Resident Advisors (RA), and Student Assistants (SA)
  - Plan and organize on-going staff training
  - Conduct bi-annual student staff evaluations
  - Create and oversee duty schedule
  - Monitor job performance through weekly meetings
  - Implement Housing community development model in your area
  - Program tracking and assessment
  - Maintain budgets for staff and area councils
  - Maintain a strong and visible community presence in respective areas
  - Support the mission and goals of Residence Life
  - Collaborate with campus partners to provide educational and community development programming in the halls
- 20% Community Action Conference (Student Behavior Management for a specific area)
- Review and explain Housing and University policy
  - Review Incident Reports
  - Hold Community Action Conference to determine responsibility in an incident and issue a finding
  - Complete documentation regarding Community Action Conference findings (letters, database, etc.)
  - Attend student conduct norming meetings as needed
  - Mediate high-level roommate conflicts
- 10% Professional Staff Team Member
- Attend weekly Residence Life Team meetings, monthly Department meetings, and other meetings as needed
  - Develop, implement, and participate in professional development training
  - Serve on department committees as needed
  - Represent the Housing & Residence Life by serving on university wide committees
  - Serve as a positive role model and mentor for new team members
- 10% Resident Advocate
- Facilitate problem solving meetings amongst residents
  - Act as a resource and provide referrals as needed
  - Provide academic advising and assistance
- 5% Advise Student Groups
- Advise area council(s)
  - Attend council meetings
  - Provide guidance and mentorship to volunteer student staff
  - Meet regularly with the council president and/or executive board of the council
- 5% Duty and Crisis Response
- Respond to emergencies and other crises
  - Serve as initial point of contact for emergency personnel
  - On call duty rotation
  - Provide regular updates regarding incidents that occur while serving on duty
- 5% Oversee Facilities
- Work with custodial, grounds, and maintenance staff to ensure a safe and clean living area
  - Meet with custodial, grounds, and maintenance staff in the area as needed
  - Follow-up on building damage issues as appropriate
- 5% General Administrative Duties
- Complete weekly and annual reports
  - Assist with the professional staff hiring process
  - Complete and submit all necessary budgetary paperwork
  - Other duties as assigned