DEPARTMENT OF HOUSING & RESIDENTIAL LIFE
COORDINATOR FOR RESIDENTIAL PROGRAMS

FULL-TIME: 12 Month Position with benefits, salary commensurate with experience

BASIC JOB DESCRIPTION: The Coordinator for Residential Programs (CRP) is a full time (12 month) live-in professional staff member responsible for supervision of the Residential Life Coordinators (RLCs) staff and main functions of the residential and education programs operated by the Department in concert with the University’s values. The CRP directly supervises four Residential Life Coordinators (RLCs) and approximately 2-8 mostly undergraduate staff members (Resident Assistants) as well as provides guidance for graduate assistants/interns. The CRP coordinates departmental initiatives including, but not limited to, Living Learning Communities and themed housing, staff recruitment, training, programming, social justice projects, research, and technology; aids in sustainability and assessment efforts; maintains liaison relationships with a variety of offices and academic departments; serves as a primary judicial hearing officer for the university and advises departmental committees on a rotational basis; supports all committee and the team of advisors in developing a comprehensive program that complement the academic curriculum. This person services in a rotating on-call role for Campus Life. The CRP will report directly to the Executive Director of Housing and Residential Life.

QUALIFICATIONS: Master’s degree in student personnel, higher education, or related field preferred; having attained 2-3 years full-time post masters experience in residence life/housing/student affairs experience. Experience utilizing technology; advising with a residence life or student affairs program; demonstrated ability to train, supervise and evaluate professional and undergraduate student staff, teach job skills, and advise students; and mediation, intervention, problem solving, decision making, and emergency response. As a live in professional, the incumbent will be required to live in an on-campus apartment within a residence hall or student apartment complex.

ESSENTIAL JOB FUNCTIONS: Student Staff Supervision/Coordination, General Administration, Department/Division/University Committees, Student/Community Development, Student Conduct Adjudication, Assignment/Occupancy Management, Budget/Fiscal Management, On-Call Responsibilities, and other duties as assigned.

WORKING CONDITIONS: Requires some physical effort, i.e. some standing and walking, frequent light lifting (5-10 lbs); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; perceptual demands for color, sound, form, and depth; occasional and, at times, frequent hours outside the normal University schedule.

TO APPLY: The review of candidates will begin immediately and will continue until the position is filled. Applicants should submit a cover letter, resume, and information for at least three professional references to Stetson University Office of Human, Stetson University, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 or EMAIL: humres@stetson.edu. Please include three professional references and salary history. EOE

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.