POSITION TITLE: Residential Life Coordinator

JOB CLASS: Staff

SUPERVISOR: Assistant Director for Residential Education and Community Programs

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: Yes

DEPARTMENT: Department of Housing and Residential Life

POSITION OVERVIEW:

Being a Residential Life Coordinator at Stetson University means that you are driven to create and lead a vibrant residential community where learning and values meet through engaged learning beyond the classroom and meaningful relationships. You are a passionate, engaging and creatively driven individual who values the development of students and their experience as they rise to reach their full potential and authentic selves. You also have a desire to be a progressive professional who can balance supervision, community development, facility management and operational functions in an effort to provide a significant residential environment reflective of the Housing and Residential Life mission. You are interested in working in a campus environment that dares its students to go beyond success - to significance as a live on professional staff member. Stetson University offers a competitive salary; rent free furnished 1-2 bedroom apartment (on our pet-friendly campus), meal plan when food service is available and excellent university benefit package. Domestic partner benefits are available.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

Master’s degree in student personnel, higher education, or related field preferred. The successful candidate will have previous residence life/housing/student affairs experience; experience utilizing technology; advising within a residence life or student affairs program; demonstrated ability to train, supervise and evaluate undergraduate student staff, teach job skills, and advise students; and mediation, intervention, problem solving, decision making, and emergency response. As a live on professional, the incumbent will be required to live on an on-campus apartment within a residence hall or student apartment complex.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

Leadership:

- Provide leadership a vibrant residential program for an area of residence halls or apartment-style buildings of approximately 300-600 students
- Directly supervise approximately 10-20 student staff members (Resident Assistants).
- Advise departmental committees on a rotational basis while supporting all committee work and other initiatives as assigned.

Community Development & Learning:

- The development and facilitation of community addressing the needs of their specific student population including a community development plan.
- Work closely with assigned theme based communities and the team of partners in developing a comprehensive program that complement the academic curriculum.
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- Responsible for proactively maintaining a visible presence in the residence halls and engage in positive, professional interactions with students after business hours to promote community development.
- Link theory and practice in interpersonal connections with students, parents, colleagues, and other constituencies.
- Assess student concerns, engage in developmental conversations and make referrals to other agencies as appropriate to address student behavior.

Operations:
- Oversee all aspects of building administration (includes: hall open and closing, health and safety inspections, room changes, work order follow up, incident follow up)
- Provide regular assessment of the physical condition/appearance of their residential area.
- Responsible for a collateral assignment within Residential Education or Housing Operations.
- Aid in departmental initiatives in sustainability and assessment.

Execution & Administration:
- Serve as a primary judicial hearing officer for the university
- Lead and aid in implementation of departmental initiatives including, but not limited to, facilitation of staff recruitment, training, programming, social justice responses, housing operations, and technology.
- Maintain liaison relationships with a variety of offices and academic departments.
- Provide insight and critical updates on individuals to the Students of Concern team.

Additional Responsibilities:
- Provide success coaching to students in an effort to empower students to be independent, successful, and confident learners.
- Serve in an on call emergency response rotation for Campus Life and Student Success to ensure the safety and well-being of all students.
- This position requires significant weekend, evening, and early morning time commitments.
- Others duties as assigned

INTER-DIVISIONAL COLLABORATION: This position will closely collaborate with many divisions on campus. This area is a dynamic, evolving division driven by transformational leadership and continuous improvement. We seek team members who are highly motivated, strategic thinkers and relationship builders who thrive on shared governance. Our high expectations are matched by a robust professional development curriculum which promotes achievement and significance through self-assessment, reflection, and holistic goal setting. We actualize a philosophy of challenge and support grounded in liberal learning and development as it relates to student persistence and success. We are committed to facilitating student discovery and exploration consistent with the aims of a broad liberal arts education; offering impactful learning opportunities based on current research and empirical data; cultivating the unique strengths and perspectives of individual students; fostering global awareness, social justice values, and civic engagement; and providing a healthy and vibrant educational environment conducive to holistic well-being.

APPLICATION PROCEDURE: Please submit a letter of application, which addresses the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

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 underrepresented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.