

Position Information

Title:	Residence Hall Coordinator
Classification:	Stu Svcs Profess 2 (Exempt)
Employment Type Definition	Staff
Assignment Type	Full-time
Job Duration (if temp or term)	06-2008
Posting Number:	0055029
Position number (PCN):	880809
Job Open Date	03-13-2008
Review Date To ensure consideration, please apply prior to the review date.	05-01-2008
Job Close Date Jobs close at 5:00 PM Alaska time on the date listed.	Open Until Filled
Months per Year	11 months
Job Location	Juneau
Department Legend *W = Statewide *A = UAA *F = UAF *G = UAFIGI *S = UAS	S-Student Housing
Indicate whether this is a regular or term position.	Regular
Major Org Unit	University of Alaska Southeast
Region	Juneau/Southeast Region
Job Type	Student Services
Internal Applicants Only?	No

Salary Grade Salary Schedule	00_78
Salary	19.28/hr
Bookmark to Job Posting	www.uakjobs.com/applicants/Central?quickFind=62435

Job Posting Information

Job Posting Summary	<p>The Residence Hall Coordinator is a live-in position that requires on-call responsibilities and irregular hours outside the typical workweek. Together with other live-in administrators, the RHC ensures that 24-hour coverage is provided to the Student Housing community 365 days a year, including summer and winter breaks. Responsible for maintaining a positive, safe, and engaging living/learning environment for all residential students. Serves as primary guest services coordinator for summer conference housing operations. Must employ a great deal of interpersonal and customer service skills to work with students, families, staff, faculty, and conference guests. Works actively to promote wellness, support learning, mediate conflicts, and to facilitate developmental experiences for students in the residential environment.</p>
Knowledge, skills and abilities required for this position.	<p>Excellent skills in oral and written communication, group dynamics, instruction/programming, advising, working with diverse and/or underrepresented populations, problem-solving, utilizing resources, management, conflict mediation, and supervision. Requires knowledge of student development and human development theory. Basic skills in organization and administrative functions, clinical interviewing and referral, conflict mediation, confrontation, policy enforcement, crisis intervention, public speaking, group advising, leadership, staff supervision, assessment and evaluation, time management and stress management. Requires computer skills in word processing, desktop publishing, and excel/access. Should have a working knowledge of facility maintenance, office or front desk procedures, health and safety codes, fire and emergency procedures. Should have basic knowledge of legal, governmental, and financial matters as they affect student affairs.</p>
Typical education or training required for this position (including licenses).	<p>Minimum of Bachelor's degree from an accredited college or university.</p>
Length of time and type of experience required for this position.	<p>At least two years experience working in a college or university residence life program necessary.</p>
Preferred knowledge, skills or abilities for this position.	<p>Master's degree in College Student Personnel, Student Affairs and Higher Education, Counseling, or a related field strongly preferred. Prior live-in residence hall experience desired.</p>
Special Instructions to Applicants	<p>Anticipated Vacancy</p> <p>Anticipated start date of August 1, 2008</p> <p>Please attach the following with your application:</p> <p>Cover Letter Resume</p>

	<p>Philosophy Statement Transcripts Names and phone numbers of three professional references</p> <p>Contact HR Services at 907-796-6263 for assistance with the application process.</p> <p>Official transcripts will be required at the time of employment offer.</p>
Special Conditions of Employment	
Information	<p><u>Equal Opportunity/Affirmative Action</u>: The University of Alaska is an equal employment opportunity/affirmative action employer and educational institution. Women and minorities are encouraged to apply. Applicants needing reasonable accommodation to participate in the application and screening process should contact the local Human Resources office.</p> <p><u>Public Disclosure</u>: Your application for employment with the University of Alaska is subject to public disclosure under the Alaska Public Records Act.</p> <p><u>Background Investigation</u>: Finalists may be subject to a background investigation. Any offer of employment is contingent upon a review of the results of the background investigation by the Human Resources office.</p> <p><u>Immigration Reporting and Control Act</u>: Person(s) hired by the University of Alaska must comply with the provisions of the Federal Immigration Reporting and Control Act of 1986 and must possess a valid social security card. All foreign nationals must provide proof of eligibility to work. A job must qualify as a "specialty occupation" to be eligible for sponsorship of a U.S. H-1B visa petition.</p>

Job Duties

6 Records

Duty:

Supervision and Staff Relations: Supervise three Community Advisors (CAs) placed in Banfield Hall. Assist RLM in hiring, evaluation, and guidance of all six CAs and three Peer Advocates as requested. Participate in planning and facilitating staff development, training, and in-service sessions. Meet weekly with individual CAs as directed by the RLM. Meet weekly with the Residence Life team. Supervise, hire, train, and evaluate student employees serving as a Lodge Desk Lead, a Residential Mail Coordinator, a Banfield Hall Custodial Assistant, and the summer Cleaning Crew. Address and document employee performance problems, mediate work-related conflicts, recognize student staff achievements, and maintain positive and developmental work conditions for all student staff.

Administrative Tasks: Oversee general operations, inventory, and services of the Community Lodge Desk. Coordinate sales, stocking and display of merchandise, equipment rental, money handling and daily deposits to the cashier's office, coin retrieval from laundry machines, resident mail receipt and delivery, and information dissemination. Coordinate orders, receipt, and secure storage of food and sundries from local vendors, wholesale retailers, and UAS Food Service. Create notices and correspondence to residents and other constituents of the campus community. Order and maintain supplies needed for office use, janitorial use, and student activities. Coordinate and document student judicial hearings and resultant interventions and sanctions. Maintain accurate and detailed files of all administrative functions. Assist in maintenance or facility-related projects related to room checks, inventory, furniture moving, etc. Compile any reports, logs, assessments, or resident surveys as assigned. Utilize appropriate clerical, budgetary, or computer literacy skills as needed to accomplish administrative responsibilities.

Residential Affairs: Oversee residential affairs of students residing in student housing, primarily within the residence hall. Actively seek to establish supportive and mentoring relationships with first-year students and others placed in Banfield Hall, interacting with students regularly and maintaining a strong sense of visibility, approachability, and availability. Work to develop a strong sense of community and to maintain a diverse, inclusive living environment within the residence hall that is conducive for learning. Mediate conflicts, address wellness and safety concerns, and make appropriate referrals to campus and community resources. Enforce state and federal law and university policy and take disciplinary action as necessary, working creatively to make these interventions learning experiences for the students involved. Assist the Residence Life Manager (RLM) in coordinating student placements, move-in, and move-out. Respond to resident needs. Advise residential governing bodies and other residential-based student organizations as assigned by the RLM. Ensure physical maintenance, housekeeping, and presentable appearance of the residence hall's facilities, grounds, and parking lots.

Summer Conference Services and Admissions Support: Coordinate daily operations of summer conference housing season, including administrative tasks, guest services, and financial management. Maintain database of guest reservations and correspond with customers. Prepare daily task lists for the summer Cleaning Crew, manage laundry and linen inventory, order necessary janitorial supplies, and serve as a liaison between Housing and Facilities Services to coordinate summer maintenance projects. Prepare guest registration materials, invoices, and keys. Manage payments, deposits, and inventories related to summer conference housing operations. Ensure that summer student staff members practice excellent customer service skills. Work with the UAS Office of Admissions to coordinate tours of student housing and overnight stays for prospective students. Coordinate the Housing Hosts program.

Student Programming and Residential Education: Contribute to the design, promotion, facilitation, and evaluation of residential-based programming. Educate residents in areas of emotional, physical, health, spiritual, social, recreational, and intellectual development and growth. Address pertinent student and community issues through student activities and passive programming. Coordinate extra-curricular interventions as assigned by the RLM, which may include programs related to academic skills improvement, substance use and education, leadership development, and service learning.

On-Call Duty Coverage and Crisis Response: Cover 24-hour on-call duty for the student housing complex on a weekly rotating basis. Respond to any calls for assistance regarding a disciplinary, health and welfare, safety, facilities, or emergency nature. Address any unforeseen or urgent needs within the community or of UAS students as they arise. Provide crisis response and emergency action, initiating the campus crisis response plan and serving as a liaison between the university and community emergency services and agencies. Perform any customer service or administrative tasks that necessitate after-hours attention.

