The University of Dallas is now accepting applications for the following position:

POSITION: Residence Coordinator I – Services
DEPARTMENT: Office of Student Life
SUPERVISOR: Director of Student Life

SUMMARY:
As an active team member of the Office of Student Life, this position maintains responsibilities in both Residence Life and Student Activities. The Residence Coordinator creates and maintains a positive residential environment for residents by working with students, staff and resident assistants to build community through strategic programming initiatives. This position also requires managing Student Activity related campus services and student staff.

RESPONSIBILITIES:
- Train, mentor and supervise Resident Assistants for a side of campus on an on-going basis
- Participate in weekly duty rotation. Serve as on-call response to mid-level emergencies at minimum of 2 times per week. Frequent evening and weekend work are required.
- Enforce University, state and federal laws, policies and procedures at all times; Adjudicate incidents based on side of campus and severity. Frequency of adjudication meetings vary from week to week.
- Engage with the residents within the halls and at meals.
- Manage the Fitness Center, Pool, and its student staff.
- Manage Student Sound Department and Sound Intern.
- Manage the Blue Crew Intern.
- Maintain Office of Student Life (OSL) and Student Activities Calendar. Aid with marketing of student events.
- Support Crusader Connect (OrgSync Software), Orientation and Student Activities
- Manage the Evening Programs Initiatives Contributions (EPIC) Program.
- Perform administrative services for the Office of Student Life; including responsibility for opening/closing halls, records maintenance, document creation, and tasks assigned by the Director of Student Life.
- Perform special projects and other duties as assigned by the Director of Student Life.

STUDENT LEADERSHIP MANAGEMENT:
- Fitness Center/Pool Crew Leader and workers
- SALC Crew Leader and workers
- Sound Intern
- Blue Crew Intern
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- A Bachelor’s degree from an accredited university and one year experience supervising students in a residence hall is required. A Master’s degree in Student Personnel, Student Development, or Counseling, Educational Administration or a related field is preferred.
- Must be able to become CPR certified and attend sexual assault and alcohol awareness training.
- A class C driver’s license and reliable personal vehicle are required.
- An understanding of the commitments to the value and objectives of catholic liberal education.
- The selected candidate must be a self-motivated individual who can communicate effectively, connect and engage with talented college students from different cultural and social backgrounds, possess leadership, decision making, conflict resolution, people management, and crisis management skills.
- Possess the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to work independently and in group settings.
- Ability to accomplish event planning tasks.
- Able to keep accurate records and maintain a budget.
- An understanding of basic leadership models and/or principles.
- General knowledge of facility maintenance.

This is a non-traditional, full-time position. Standard work hours are required, yet flexible. Nights, weekends, selected holidays, and on-call shifts will be required. Residing in on-campus housing and participating in the meal plan is required. Knowledge of OrgSync Software is preferable.

EMPLOYMENT DATES:
This is a full-time position. The start date is June 1st, 2015.

COMPENSATION:
Housing in a University apartment or private dorm room, University meal plan, and an annual salary. Benefits include eligibility to participate in medical, dental, life & disability insurance; paid vacation, holiday and sick leave; tuition waiver benefit; and cafeteria and retirement plan contributions as described in the employee handbook.

EMPLOYMENT ELIGIBILITY:
All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.
APPLICATION PROCEDURES:
Resumes and applications are accepted via fax, on-line, email, mail, or in person.

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The University of Dallas is an Equal Opportunity Employer.