

UNIVERSITY OF DALLAS

Residence Coordinator
Student Affairs

Job Number: 6716UD
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WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a Residence Coordinator. The Residence Coordinator for community engagement supervises and mentors a staff of 6 – 8 Resident Assistants and advises the Residence Hall Association. RHA is active in each residence hall and the RC supervises the student staff that help lead RHA on campus. This is a 12-month, live on-campus position.

PRIMARY RESPONSIBILITIES

- Residence Coordinator:
 - Hire, train, mentor, and supervise Resident Assistants on one side of campus on an on-going basis through one-on-one interactions.
 - Participate in on-call rotation and enforce community standards through adjudication of minor conduct matters.
- Community Engagement: Strategic Coordination
 - Provide leadership and direction to the Resident Hall Association including developing programming that enriches the lives of residential students; developing, updating and ensuring adherence to university policies; maintaining knowledge of the university calendar and potential scheduling conflicts.
 - Establish strategic and measureable learning goals for areas of governance, intentionally create environments/programs to facilitate student learning and assess at regular intervals
- Administration
 - Perform administrative duties for the Office of Student Affairs including opening and closing residence halls, records maintenance, document creation and marketing for events.
 - Builds positive rapport with students, staff, and faculty by maintaining availability, visibility, and a genuine, concerned attitude.

MINIMUM REQUIREMENTS

- Bachelor's Degree required. Master's degree in Higher Education preferred.
- Student Development, Counseling, or in an appropriate area of specialization is strongly preferred.
- Previous higher education student affairs experience and an understanding of the residence hall as a learning environment, as well as the impact of student engagement, is strongly preferred.

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ADDITIONAL INFORMATION

- The Residence Coordinator for Community Engagement must be willing to work late evenings and weekends.
- A valid driver's license and a favorable driving record is required.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

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