

Residence Life Coordinator

Job Description

Position Information

Position Title	Residence Life Coordinator
Position Number	STUDPRFS50*6795
Department	Student Affairs
Reports to (Title)	Director of Residence Life

Seated Employee

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

The Residence Life Coordinator (RLC) position at Grinnell College is part of a two-year career development track. The RLC is a student-centered, collaborative, and intentional educator who supervises student staff and manages a residential learning community of approximately 250 students. The Residence Life Coordinator is – first and foremost – a residential educator, responsible for creating and sustaining a community of learners that reside in a self-governing environment. This is an exciting opportunity for a dynamic individual who is energized by the opportunity to grow as a generalist in Student Affairs and help shape a successful department that is focused on student learning and achievement.

Residence Life Coordinator responsibilities include day-to-day management of a residential community of approximately 250 students, supervision of high-achieving student staff, innovation program planning and implementation, personal and group advising, cooperative management of residential facilities, facilitation of the Grinnell College First Year Experience course, and serving in an on-call and crisis response rotation.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. Bachelor's degree from four-year college or university

If a specific degree, certification, license, or registration is necessary, please list. Student affairs, higher education

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job. One year or more

Preferred Qualifications	An earned bachelor's degree with at least one-year of housing or residence life experience is required. A master's in higher education administration, college student personnel, counseling, hotel management or other area relevant to student affairs is preferred.
FLSA Category	Exempt
Staff/Faculty	Staff
Employment Status	Full-Time
Employment Category	Term
Essential Staff (emergency situations)?	Yes

On-Call?**Essential Responsibilities**

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility

Leadership Training, Advising and Development:

- Plan and provide training and development opportunities to student leaders
- Develop and maintain relationships with campus and community partners
- Assist with the development and implementation of The Residential Experience (TRE)
- Participate in the recruitment, assessment, and selection of student staff and other student leadership roles
- Directly supervise a Community Advisor staff of approximately 15 to 18 students

Percentage Of Time

40

Responsibility

Administration:

- Manage full-cycle program implementation including guidance of student leaders, oversight of proposals, evaluations, and budget management
- Monitor and administer budget responsibilities for residential area
- Document, address, and manage students of concern and incident reporting via Maxient system
- Collaborate with stakeholders regarding student leadership opportunities and initiatives
- Support divisional and departmental goals for Residence Life, Academic Advising, Student Health and Wellness, Student Involvement, Campus Safety, Center for Social Justice, Student Success, Intercultural Affairs, International Student Affairs, and Facilities Management
- Serve on departmental committees
- Utilize departmental databases and software systems for student and housing management

Percentage Of Time

30

Responsibility

On-Call and Crisis Response:

- Be accessible via the Department provided cell phone 24-hours per day during assigned on-call shifts, which may include breaks and holidays
- Be available on a call-to-duty status whenever residence halls are in operation and assist Department of Residence Life staff with residence hall and campus emergencies
- Collaborate with stakeholders to respond to student concerns and incidents in the residence halls and campus community
- Ensure accurate reporting and documentation and provide follow-up, as necessary, with student and parent concerns

Percentage Of Time

30

General Responsibilities

General Responsibilities

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities?

Yes

If yes, then check all that are supervised by this position.

Supervise Student Staff

Yes

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

15-18 CAs

Supervise Non-Exempt Staff

No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff

No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

Supervision Received

Select the level of supervision that this position receives from their supervisor.

Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

Computer Operations

Please check one of the following

Intermediate personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet, graphics, etc.

Travel

Please check one of the following Minimal overnight travel (up to 10%) by land and/or air.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data	1/3 to 2/3
- Essential or Marginal?	Essential
Effective communication skills	Over 2/3
- Essential or Marginal?	Essential
Composing & comprehending communication materials	Over 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	Over 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	1/3 to 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	1/3 to 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal

Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	1/3 to 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	Over 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	1/3 to 2/3
- Essential or Marginal?	Essential
Coordinating work with others	1/3 to 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	Over 2/3
- Essential or Marginal?	Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	Under 1/3
Traverse/move locations	1/3 to 2/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	1/3 to 2/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	Under 1/3
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	Under 1/3

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	None
Please check one of the following	Light physical activity performing non-strenuous daily activities.
Does this job have any essential vision requirements? Check all that apply.	Close vision (clear vision at 20 inches or less), Color vision (ability to identify and distinguish colors), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
Extreme cold (non-weather)	None
Extreme heat (non-weather)	None
Outdoor weather conditions	Under 1/3
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

would work

How much noise is typical for the work environment of this job? Check the appropriate level below. Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.