

Position: Residence Life Coordinator (RLC)

Status: Full-Time

Reports to: Director of Residence Life

Approved: 8/12/24

SUMMARY

The Residence Life Coordinator (RLC) is a full-time staff member of Prescott College who is responsible for developing a welcoming and engaging living environment for the 100+ students between three residential communities. Principal duties include supervision, support for student learning and development, residential program development and implementation, administration and building management, and crisis management and mediation. The RLC, with contributions from the Director of Residence Life, trains and supports Resident Assistants (RAs) in developing programs in areas of academic interest, life skills, community building, and interpersonal communication. Curriculum development should evolve to cater with perpetual consideration given to core school values such as progressive thinking, sustainability, diversity, equity, and inclusion. This individual resides on campus to provide exceptional service in implementing a comprehensive curriculum, assist with on-call duty, and respond to crises should they arise.

RESPONSIBILITIES

Student Staff Development & Training

- Hire, train, and supervise 5-6 RAs.
- Conduct one-on-one meetings on a recurring basis.
- Develop an agenda for, coordinate, and facilitate weekly staff meetings.
- Conduct semester performance evaluations for RAs.

Advising and Community Development

- Assess educational and community needs and interests of the residential communities. Integrate RAs as appropriate.
- Manage the RA programming approval and funding processes.
- Procure appropriate items for scheduled programs and events.

Crisis Management

- Serve in Professional On-Call rotation with the Director of Residence Life and other appointed Student Life professionals.
- Respond to crises in a timely and appropriate manner in compliance with Residence Life and College policies and procedures.
- Create RA On-Call schedules consisting of multiple rounds that may be variable based on the day of the week or special occasions (holidays and office closures).

Administrative Duties

- Maintain a work schedule designed to provide maximum accessibility and involvement with students, RAs, and departmental and divisional staff members.
- Develop a working knowledge of Residence Life policies and procedures. Work in collaboration with the Director of Residence Life and other College staff to ensure proper administration of departmental and College policies and procedures.
- Demonstrate and continuously improve effective communication, planning, and

organizational skills related to job responsibilities.

- Collaborate across functional areas with the Coordinator of Student Engagement to enhance events and activities within Residence Life.
- Maintain, document, and assess co-curricular learning outcomes within Residence Life.
- Work in matters related to facilities maintenance, housekeeping, room assignments, roommate conflicts, verification of occupancy, key/card access, and room damage issues.
- Coordinate the semester duty schedule for RAs, including holiday break coverage. Approve and communicate any duty changes following departmental procedures.
- Schedule desk shifts for designated periods during hours of operation. Maintain a manual for desk operations to assist RAs with troubleshooting matters and elevating the level of service provided.
- Schedule and facilitate student conduct meetings for lower-level policy infractions. Schedule student conduct meetings for more severe infractions and facilitate with the Director of Residence Life.
- Manage Title IX reports and hearings relating to the student population at Prescott College.
- Coordinate routine health and safety inspections of residential living areas, including resident rooms, according to the established procedure.
- Represent the College at Preview and Accepted Student Days.
- Complete other duties as assigned.

QUALIFICATIONS

Minimum Qualifications

- Bachelor's degree from a four-year college or university or the equivalent. Degree in a field related to the Behavioral Sciences, Student Affairs, Higher Education, or related field.
- Experience in advising or mentoring at the professional or paraprofessional level with a diverse array of students.
- Experience working with students in crises.
- Strong interpersonal relationship skills.
- Experience mediating conflict and providing conflict resolution.
- Experience working with diverse populations and a commitment to DEI, Racial Justice, and Inclusion practices.
- Strong written and verbal skills.
- Ability to assemble and develop a team.
- Ability to provide feedback and support avenues of improvement.