



**Western Kentucky University
Department of Housing and Residence Life**

Coordinator for Housing and Residence Life

Western Kentucky University, Housing and Residence Life (HRL), is seeking applicants for a **Coordinator, Housing and Residence Life**. The Coordinator for Housing and Residence Life (CHRL) is an innovative, full-time, live-in professional staff member in a dynamic department committed to creating supportive learning environments and helping students to reach their curricular and co-curricular goals.

Primary Duties and Responsibilities:

The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.

- Directly supervises one to two full-time professional staff members (typically an Assistant Residence Hall Director [ARHD] and a Residence Hall Director [RHD])
- The CHRL and ARHD team is responsible for all general administrative and managerial functions of a residence hall housing approximately 350-400 residents
- Primarily responsible for recruiting, selecting, training, and supervising paraprofessional staff members
- Facilitates a programming and community development model designed around a residential curriculum
- Advises, counsels, and seeks to develop residents in alignment with the department's Mission, Vision, and Goals to create and sustain a supportive living environment
- Member of a crisis response/on-call rotation team
- Adjudicates educational disciplinary conferences for policy violations within the residence hall
- Oversees function of an additional residence hall housing approximately 150-350 residents managed by the Residence Hall Director (RHD)
- Directly supervised by a member of the departmental Leadership Team

Essential Functions:

- **Creating a Supportive Learning Environment**
 - Collaborate with academic and University partners to create and sustain residential communities that foster student learning, development, and academic success
 - Establish rapport and develop mentoring relationships with residents
 - Plan and present residence hall and campus-wide educational and social programs using a residential curriculum model
 - Play an integral role in executing the first-year student orientation program
 - Provide oversight for functions of Hall Council, primarily advised by the ARHD
 - Adjudicate educational disciplinary conferences for alleged policy violations
 - Implement department initiatives, including academic initiatives
 - Collaborate with housekeeping and facilities staff members to maintain a living environment conducive to learning
- **Administrative and Managerial Functions**
 - Coordinate all administrative and managerial operations of a residence hall
 - Supervise, train, and evaluate a full-time Assistant Residence Hall Director
 - Supervise, train, and evaluate a full-time Residence Hall Director
 - Recruit, select, hire, train, supervise, and evaluate 14-20 paraprofessional staff members
 - Maintain and oversee residence hall programming and supply budget
 - Report and keep record of facility, maintenance, and security issues within the hall
 - Serve in active leadership roles for departmental committees, task forces, and recruitment efforts

- Provide intervention and response for crises and other facilities, safety, and security issues via a rotating on-call schedule
- Attend to summer duties including but not limited to summer residence hall housing, camps, conferences, and special projects

Essential Skills Needed:

- Must possess the ability to maintain an effective, cooperative working relationship with supervisors, supervisees, co-workers, and academic and community partners in keeping with the values and mission of both the Department and the University
- Must possess above average oral, written, and computer communication skills
- Must possess above average knowledge of student development theory and its application to meet the needs of today's college students
- Must possess demonstrated leadership, supervisory, and managerial skills
- Must possess above average multi-tasking, administrative, and organizational skills
- Must possess above average critical thinking, problem-solving, and decision-making skills
- Must demonstrate willingness to serve as a role model for residential students, paraprofessional staff members, and co-workers in work ethic, initiative, attitude, and approach to work
- Must demonstrate willingness to role model acceptance and advocacy of diverse student populations by creating an environment committed to valuing diversity and social justice
- Must adhere to the ethical code of conduct governing the Student Affairs profession
- Must be willing to assume additional responsibilities within the department as needed
- Although the majority of the position will function as described, some aspects are subject to change due to evolving departmental needs

Required Qualifications:

- Successful applicant must possess a Master's degree in Student Affairs or a related field with 2 or more years of experience working in the residential setting (at least one year post-baccalaureate)
- Successful applicant must be willing to submit to a state and national criminal history background check

Compensation and Benefits:

- 12-month, renewable contract
- Partially furnished pet friendly two-bedroom apartment with cable, internet service, utilities, local phone service (fair market value of approximately \$10,000 a year). Apartment use is restricted to the employee, employee's legal spouse, and employee's dependent children
- Furnished office space
- Reserved parking space with purchase of required parking permit
- Professional development and extensive training opportunities within the Department, the Division of Student Affairs, and the University at-large
- Salary of \$30,000 to \$32,508 with excellent benefits package including: medical insurance, dental insurance, life insurance, retirement plan, partial tuition waiver, University Bookstore discount, and reduced membership to the University's health and fitness facility

All applications and resumes must be submitted through this online electronic talent management system. Only those individuals who submit all required materials will be considered as eligible applicants. A cover letter which describes your interest and fit for this position is required. You will receive email notification confirming your application materials have been received. Please refer to the following website to apply: <http://wku.interviewexchange.com>. Review of application materials will generally begin as applications are submitted. Position will remain open until filled. The expected start date is July 1, 2015. For further assistance contact Western Kentucky University, Department of Housing and Residence Life at 270-745-2037.

Notice: Kentucky state law requires all public institutions of postsecondary education to conduct pre-employment criminal background checks to determine suitability for employment.

Western Kentucky University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, veteran status, or marital status in admission to career and technical education programs and/or activities, or employment practices in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990.

Persons with disabilities, who need reasonable accommodations to participate in the application and/or selection process, should notify The Office of Equal Opportunity/Affirmative Action/University ADA Services at (270) 745-5121, a minimum of five working days in advance.