

Job Description

Title: Residential Life Coordinator

Report to: Director of Student Support Services

Job Goal: To provide support and assistance to the Student Support Services department by selecting, training supervising, and evaluating residential life staff. Provide leadership for a residence hall that creates an environment that cares for students with excellence, compassion, and clarity in all administrative functions of the division. To help build a new residential life program as it pertains to the school's strategic plan.

Performance Responsibilities:

- ❖ Ten-month, live-in position supervising up to 7 residential life assistants (RAs) and working with a residential life assistant. There are some required, off-campus duties needed over the summer to prepare for the upcoming school year.
- ❖ Work to implement goals and priorities as outlined in the departmental strategic plan, including student learning and development, as well as operations components in the residence hall.
- ❖ Provide leadership to staff in setting goals for the year; Monitor work performance for accuracy and completeness in accordance with departmental goals and objectives; ensure staff compliance with established Residential Life policies and procedures.
- ❖ Develop and implement in-staff training and development programs for RAs in conjunction with the Director of Student Services.
- ❖ Required knowledge, skills, and abilities, applications such as spreadsheets, word processing, calendar, e-mail, and database software; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; emotional maturity, good judgment, discretion; tolerance for differing values and attitudes; reliability and physical condition commensurate with the duties of the position.
- ❖ Evaluate the performance of Residential Life staff members including Resident Assistants, on a regular basis and during the yearly departmental evaluation process.
- ❖ Provide leadership for the day-to-day operations of the residential hall, First Year Residential Experience, and/or Upper Years' experience.
- ❖ Serve as a personal counseling resource for staff and students in support of roommate conflicts, personal crises, and other concerns. Work in collaboration with the Student Support Services department to support and follow up with students of concern.
- ❖ Demonstrate an ongoing commitment to diversity, inclusion, and social justice by addressing the needs and concerns of underrepresented students. Develop and demonstrate a multicultural awareness and contribute to cultivating an inclusive, diverse, and respectful community. Demonstrate civil and inclusive behavior when interacting with staff, faculty, students, and visitors to the school.
- ❖ Develop knowledge of community resources to ensure timely and efficient referrals when appropriate.
- ❖ Establish and maintain communication with students living in the residence hall through individual outreach and community meetings; serve as a mediator/facilitator when necessary to provide resolutions for interpersonal conflicts between students.
- ❖ Administer appropriate judicial sanctions and/or personal counseling to effectively resolve disciplinary problems in consultation with Student Support Services.
- ❖ Attend, participate in, and help plan professional development sessions and training for residential life assistants.
- ❖ Provide day-to-day oversight for student learning strategies designed to support residence hall community development and individual student growth.
- ❖ Work with RAs to assess student needs and interests; and anticipate and promote educational, cultural, social, recreational, and service programs that are supportive of the residence community.

- ❖ Maintain confidential student records and communication logs.
- ❖ Oversee the day-to-day use of student check out from the dorm, update student roster, maintain resources, manage groups, and supervise events, forms, and attendance tracking; develop timely and appropriate communication strategies to students living within the residence hall.
- ❖ Monitor student curfew and enforce and maintain student accountability.
- ❖ Manage operational functions for residence halls such as key distribution and collection, damage assessment, reporting and billing, maintenance requests, and hall openings and closings; serve as facility manager for residence halls including conducting room checks, reporting, and following up on housekeeping, maintenance, and mover requests.
- ❖ Select, supervise, train, and evaluate student Prefect(s).
- ❖ Maintain RA event planning, staff development, and office supply budgets and monitor expenditures.
- ❖ Manage and coordinate room assignments and changes in the hall(s) and communicate/resolve housing issues in accordance with established procedures.
- ❖ Respond to all inquiries, and concerns from students, staff, and parents related to the residence halls; assist the Chief Financial and Operations Officer and Director of Student Support Services in planning for summer renovations, making recommendations for the purchase of furnishings and equipment, recommending improvements of housekeeping services, and preventative maintenance and safety measures; proactively and reactively respond to unnecessary/unreasonable hall damages and vandalism.
- ❖ Work with RAs, Public Safety officers, administration, and Crisis response team to respond to crisis situations in accordance with departmental and institutional emergency procedures; assume “24-hour on-call” responsibility for the residence hall.
- ❖ Participate in monthly departmental meetings with the school leadership team.

Qualifications:

- ❖ A Bachelor’s Degree and five (5) years of work experience where the primary function of the position was working with children, in social services, or a health care facility.
- ❖ Substitution: A Bachelor’s Degree in Social Work, Psychology, Education, or a related field may be substituted for one year of the work experience designed above.
- ❖ Strongly Preferred: Experience working in a boarding school program.

Salary: Salary Schedule Based on Degree and Experience

Service Term: 10 Months, plus some off-campus days over the summer.

Application and Deadline: School must receive a letter of interest, a detailed resume, and a list of three references with contact information. Please send to Jamie Plott - jplott@asfa.k12.al.us . Please only apply once for this position.

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