

Job Code:.....101285
Position #:(PSA) (E)
Developed by: AD, KM
Reviewed by: FM, LK
Approved by:LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Residential Communities/HRL
DIVISION: Student Affairs
REPORTS TO: Assistant Director/HRL
GRADE: 10
SUPERVISES: Professional, clerical, graduate, and undergraduate student
Employees

BASIC FUNCTION:

Assist in the administration and coordination of the Residential Education programs and services with specific focus on supervision of in hall professional, graduate and student staff, in addition to overseeing student community standards and special projects within the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide leadership and professional expertise in the areas of: Supervision, Administration, Functional Area Leadership, and Community Standards.

Responsible for the direct supervision of professional and graduate student staff. Indirectly supervises student leader staff. Meet regularly with direct reports. Provide regular evaluations of staff. Participate in staff recruitment and selection efforts. Maintain staff employment files. Provide training and development opportunities for staff.

Meet with students to address concerns within their residence hall area. Participate in the creation and implementation of student leadership opportunities in the residence halls, such as Hall Council. Oversee customer service needs, work with parents and students to resolve issues that may arise. Serve as a member of the LLC steering committee.

Responsible for the direct oversight of a functional area, such as staff training and development, or residential curriculum and educational initiatives.

Investigate allegations of individual and group violations of community standards. Interpret institutional policies, rules and regulations. Charge undergraduate and graduate students and groups involved in violations, recommend sanctions, and serve as an administrative hearing officer. Maintain detailed records of community standards action. Work closely with the Dean of Students Office, Campus Police, faculty, and staff regarding student conduct issues. Oversee the community standards caseload of supervisees. Manage

student behavioral interventions, including, but not limited to students of concern, student wellness concerns and the intersection of these issues with the student community standards process. Serve as a member of the community standards team.

OTHER DUTIES AND RESPONSIBILITIES:

Create opportunities to enhance communication with residential students, such as increasing social media and web presence.

Develop reports and documents as requested.

Assess the success of Residential Education programs and research/benchmark for the Office.

Maintain records and information as requested.

Remain informed of best practices and make recommendations for improvements.

Promote a culture of learning and professional development.

Assist in the coordination and oversight of department special projects, such as transitions, move-ins, closings, and events.

Participate in and lead committees, work groups, and meetings.

Provide emergency response coverage in cases requiring immediate adjudication or intervention.

Assist with 24 hour departmental on-call coverage.

Responsibilities may require working a non-standard schedule in order to fulfill assigned duties.

Perform other duties as requested.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. This is a live-off position.

QUALIFICATIONS:

REQUIRED: Master's degree in Higher Education, Student Affairs or related field; Minimum three years post masters, full-time, professional live-in experience in the area of college residential life; Demonstrated supervisory experience of staff within a college housing program; Demonstrated recent (within last three years) and direct case load experience with campus judicial systems; Demonstrated experience with the recruitment and selection of student or professional staff; Demonstrated experience in training and development of student or professional staff; Demonstrated interpersonal and verbal communication skills; Demonstrated proficiency in written

communication skills; Demonstrated ability to prepare and deliver oral presentations; and, Demonstrated ability to work with diverse groups/populations

PREFERRED: Demonstrated experience working at a large public institution; and Demonstrated evidence of professional development.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.