Residence Hall Coordinator

The Residence Hall Coordinator (RHC) provides year-round leadership and direction for a specified residence hall or community. The RHC supervises and maintains a comprehensive inclusive residential living program for students and summer conference guests. The RHC is also responsible for creating and implementing a developmental program for both professional and paraprofessional staff. The RHC is responsible for the daily direction of the residence hall facilities, operations, and programs. In addition, the RHC serves on at least one University Housing Services Professional Staff committee. The RHC also provides professional presentations to paraprofessional and professional staff based on current trends and training in higher education and college student personnel. The RHC will strive to create a residential environment that is conducive to living and learning. This is an entry-level position designed to progress within the field as such; this position has a 5-year limit.

Essential Duties

Student Development
- Select, train, supervise and evaluate Resident/Community Assistants, and a Graduate Assistant.
- Advise an area government or Diversity Coalition.
- Teach an RA/CA class or facilitate RA/CA in-service.
- Provide training and development for staff members.
- Oversee and provide guidance for staffs programming efforts.
- Identify and create opportunities for those in underrepresented groups to gain leadership and employment opportunities.

Counseling
- Counsel residents and staff based on student development theory.
- Interpret, deliberate, and enforce university policies, procedures, and regulations.
- Use discretion when adjudicating policy violations.
- Participate in 24-hour on-call/duty coverage for Residence Halls.
- Counsel individual students seeking assistance in mediating personal/community conflicts.

Leadership
- Provide leadership for regularly scheduled staff meetings and in-hall training.
- Manage room/hall changes, consolidation process and completion of residence hall assignments.
- Develop objectives as a member of a standing professional staff committee.
- Maintain regular contact with inter and intradepartmental staff.
- Oversee Summer Operations and special projects for University Housing Services.
- Responsible for managing time and establishing work priorities.
Minimum Qualifications
- Master’s Degree (or US equivalent) prior to July 1, 2019, in College Student Personnel, Counseling, Higher Education or related area of study.
- Able to provide leadership for Themed Living Learning Communities.
- Experience with building and maintaining collaborative partnerships with faculty and various campus stakeholders.
- Strong supervisory and organizational skills.
- Crisis management skills.
- Valid driver’s license.

Desired Qualifications
- Office administrative skills; competent computer and Microsoft Office skills.
- Strong problem solving skills.
- Ability to provide student-centered and customer service orientation.
- Strong oral and written communication skills and active listening skills.
- Ability to accept change with a positive attitude.
- Flexibility and adaptability to shift from one task to another.
- Sensitivity to multi-cultural issues and supports a diverse environment.
- Ability to make decisions with an inclusive lens.
- Knowledge of and commitment to Student Development Theory.
- Utilization of data collection and needs assessment in order to make quality decisions.

Salary
This is a 12-month exempt position with starting salary at $3,209/month with benefits. This is a live-in position and staff is provided with a furnished apartment and 100 meal swipes a semester.

Application Instructions
All application materials must be submitted online at [www.IllinoisState.edu/jobs](http://www.IllinoisState.edu/jobs) posting number 0711377. We will also be interviewing at the Oshkosh Placement Exchange mailbox number 2041 and The Placement Exchange, Event Job ID 1871. This is a security sensitive position; comprehensive criminal background checks will be conducted. Application inquiries may be sent to Natalie R. Alexander at nralexa@ilstu.edu