



Residence Life Coordinator

Overview of Residential Education

Student Success at the University of South Florida (USF) is a preeminent organization that inspires learning and transforms the lives of students for lifelong success. We provide learning opportunities and environments for students to discover, integrate, and apply new knowledge that increases their capacity for personal growth and ethical leadership.

Guided by this premise, Residential Education at the University of South Florida provides a safe community, innovative curricula, and quality services that contribute to our residents' success by fostering their learning and personal development. Our dynamic residential experience produces proud USF alumni and engaged advocates, and we strive to achieve our motto of being the best place to live, work, and learn.

The Educational Priority of Residential Education is: *At the conclusion of the residential experience, students will be holistically well, interpersonally skilled, academically engaged, and self-aware to make a positive societal impact.*

About the Position

Residential Education seeks talented and dedicated educators to join our dynamic team as a Residence Life Coordinator (RLC). USF takes a holistic approach to education. RLCs will lead the charge for student development while having the opportunity to create, implement, and manage a comprehensive residential program to intentionally contribute to student learning, growth, and success. To enhance student success, the department of Residential Education reports to the Dean of Students. The Residence Life Coordinator reports to an Assistant Director for Residential Education.

Position Responsibilities

The Residence Life Coordinator has overall responsibility for creating a safe, secure, and learning-centered environment in an area of 250-600 residents. This position requires frequent and meaningful interactions with students in a variety of settings. Residence Life Coordinators oversee academic support, staff supervision, facilities management, student conduct, and crisis intervention, while conducting their work to promote exemplary student success.

Framed by the values of Student Success, the major responsibilities of a Residence Life Coordinator at USF include:

Community

- Community development: Ensure that all residents feel included and welcomed by overseeing and being invested in academic, community, and personal initiatives in collaboration with other Residential Education staff and/or university departments; serve as a role model to student staff by having intentional, education conversations
- Advising: Provide regular interaction that challenges and supports students as they explore and take ownership of their individual growth and development while serving as a primary advisor to the area council
- On-call crisis response: Serve as the primary emergency response person for an on-campus community up to 6,400 residents; participate in an on-call rotation throughout the entire calendar year

- Crisis preparedness: Serve as essential personnel in crisis situations, be knowledgeable of departmental and university protocol and resources, prepare staff and students for potential crisis situations, and address daily community concerns

Excellence in Learning

- Residential Curriculum: Develop intentional student interactions and programming focused on the curricular experience, including implementing a residential curriculum that seeks to create a meaningful residential experience; assess curriculum through the ongoing development of lesson plans; mentor at-risk first-year students living on-campus
- Academic Initiatives: Provide support to Residential Community Programs and Academic Initiatives as outlined by the department's Academic Initiatives Team
- Professional development: Serve on various departmental committees and task forces, including but not limited to staff selection, recruitment, and training; option to serve on university-wide committees

Student Success

- Referral Agent: Provide basic counseling and crisis management interventions with students while educating and referring students to the campus resources available that enhance their collegiate experience; be an educator to student staff as they manage low-level referral situations
- Initiatives: Promote and participate in Housing & Residential Education, the Student Success Unit, and university initiatives including, but not limited to sustainability efforts, student behavior, peer education, and other events
- Case Management: Utilize the university's case management system, Archivum Insights, to support success by serving on a student care team
- Student Advocacy: Champion the success of all individuals by taking into account all aspects of the student that may impact their persistence at the university
- Supervision: Provides supervision to student staff, and/or graduate students, and support them in their area of assigned responsibility; play an integral role in the recruitment, selection, training, and evaluation of all staff members
- Student conduct: Uphold and advocate for the USF Commitment to Honor, Code of Conduct, and housing policies by serving as an initial review hearing officer, adjudicating conduct cases, and administering educational sanctions

Collaboration

- Facilities Operations: Manage all operational aspects of the assigned community, including reporting concerns to appropriate facilities and operations staff, damage billing, and conducting regular safety drills and inspections
- Budget/Procurement: Oversee and maintain community programming budget; use university procurement card
- Occupancy Management: Manage ongoing occupancy through collaboration with Housing Assignments and the use of the StarRez Housing Management System to facilitate roster verifications, room changes, and cancellations

Perform other duties as assigned

Requirements

This position requires a bachelor's degree, with at least one year of experience in a student affairs/student personnel position. A master's degree in Higher Education, Student Personnel, or a closely related field and residence life experience is strongly preferred. Graduate-level residence life experience, supervising student staff,

and advising student organizations is preferred. Work experience may not be substituted for the bachelor's degree requirement for this position. This position is subject to a criminal background check.

Compensation

Compensation includes an annual salary of \$43,888 and full university benefits.

This is a 12-month, live-in position. Residence Life Coordinators are required to live in an on-campus apartment in order to perform the duties of the position. Apartments are furnished and include utilities and wireless internet. Residence Life Coordinators may be provided with a meal plan to strengthen relationships with students in their communities.

Residential Education has a roommate and pet policy.