

## Residence Life Coordinator

### *Kansas State University Housing & Dining Services*

#### **Job Summary**

The Residence Life Coordinator position is a professional position responsible for one or more residence halls with a population of 250–650 students. The primary function of this position is to direct and oversee the operations of the residence hall(s) including the staffing and supervision of one or two graduate Assistant Residence Life Coordinators and 10–13 Resident Assistants, student development, training, advising student groups, administrative and managerial responsibilities, facilities management, and professional development. The RLC assesses, contributes to, and oversees the implementation and enhancement of student learning outside the classroom through a wide range of programmatic opportunities. The RLC is the primary leader within their communities for MAP-Works implementation, student conduct proceedings, and occupancy management. RLCs also serve on departmental and university committees.

#### **Qualifications**

Position requires a master's degree in student personnel or related area, preferred experience with community living, leadership development, and programming, teaching or training.

#### **Contract and Benefits**

The RLC position is a 12-month, professional live-in position. The starting salary is \$35,000/year, plus a completely furnished apartment and a seven day 20-meal plan during the academic year (excludes break periods). Other benefits include State health insurance, retirement, vacation, and sick leave package. Free cable and local telephone service. Ethernet and wireless connections are provided.

#### **Perform administrative duties including:**

- Compiling various reports, maintaining records, overseeing check ins, check outs, and room changes.
- Maintaining key inventory, ordering replacement keys, issuing and receiving keys.
- Working with maintenance and housekeeping, processing work orders, and inspecting buildings.
- Receiving and distributing campus mail and general information, designing and maintaining hall specific forms.
- Working with break housing, coordinating building closings and openings.
- Managing RLC program account and hall Social and Educational (S&E) funds.
- Participating in departmental and university committees, task forces, and other professional development activities.
- Performing summer duties including summer school, conferences, special projects, attending all training sessions, and preparing hall for opening.
- Performing other duties consistent with the purpose of this position as assigned.
- Additional responsibilities include, but are not limited to:
- Interacting with students on a regular basis, providing information and assistance concerning academic issues, peer conflicts, personal problems, etc., being accessible and visible to students.
- Participating in the recruitment, selection, training, supervision and evaluation of the Assistant Residence Life Coordinator (ARLC), Resident Assistants (RA), Community Assistants (CA), Door Assistants (DA), and student office workers.
- Working with the Departmental Initiatives Team and academic colleges to assure all residents' academic needs are being met.
- Advising and training the Hall Governing Board (HGB), attending weekly meetings and sponsored activities.
- Providing programs determined by students' needs and opinions, assisting RAs in implementing the first six-weeks programming model, working with staff and HGB programs.
- Educating, training, advising, and assisting residents, HGB members, and staff concerning all policies and rules, advising student judicial board, corresponding with complainants and respondents to determine hearing routes.

#### **Contact Information:**

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