# Residence Coordinator

## POSITION DESCRIPTION

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## Introduction
This position has been deemed essential as addressed in the University of Wyoming’s Employee Handbook. Employees in essential positions may be required to work during emergency closures and winter closure based on the nature of their job duties and the reasons for the closure.

The University of Wyoming invites diverse applicants to consider our employment opportunities. We are also especially interested in candidates who have experience working with diverse populations and/or diverse initiatives.

## Position Summary
Residence Coordinators (RCs) are responsible for working with Residence Life and Dining Services (RLDS) staff to foster a safe, comfortable, and inclusive living environment for our students. RCs manage operations and provide leadership to a community of 340-620 residents.

RCs will directly supervise Resident Assistants, and indirectly supervise a Graduate Residence Coordinator and Desk Assistant staff. RCs also advise a Community Senate, collaborate with University offices, chair and participate in committees, and serve on an on-call rotation. This is a live-in position. This position may oversee University Apartment communities.

## Supervision Received
Residence Coordinators are supervised by an Assistant Director of Residence Education.

## Supervision Exercised
Residence Coordinators provide direct supervision to student Resident Assistant staff, and indirect supervision to student desk staff and a Graduate Residence Coordinator.
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Essential Duties

Supervision & Leadership
- Supervise Resident Assistants and provide functional supervision to Desk Assistants
- Provide leadership and coordinate operations for a community of residents
- Develop, mentor, and coach graduate and student staff
- Evaluate staff performance
- Maintain high visibility throughout your community

Administrative
- Maintain appropriate records
- Coordinate work schedules of student staff
- Oversee hall activities and prepare associated reports for designated area
- Review proper levels of custodial, grounds, and facility maintenance

Advising & Leadership Development
- Advise community and student groups
- Create and present leadership development
- Serve as a student conduct hearing officer
- Coordinate the implementation and evaluation of academic, social, and developmental programming
- Provide support to residents and resolve personal or interpersonal conflicts
- Provide and coordinate counseling to students and/or families, confer with and refer students to other appropriate University, community or state resources, as necessary

Recruitment & Selection
- Actively promote the University and the department
- Support retention and recruitment efforts and provide leadership within specified location
- Support and enforce University policies and regulations and provide interpretation to students and families

Crisis Response & Conflict Resolution
- Serve on call and respond to emergency situations
- Determine if continued follow-up is necessary
- Provide training to student staff on safety and emergency procedures
- Assist campus police with resident behavioral concerns, as necessary
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### Minimum Qualifications
- Bachelor's Degree
- 2 years of University housing or residence life experience (student, graduate, or professional experience)
- Knowledge of student development principles, practices, and procedures
- Experience working in a multicultural environment
- Excellent verbal, interpersonal, and written communication
- Ability to work well under pressure with multiple and challenging deadlines
- Experience with crisis management and serving on-call
- Experience supervising, selecting, training, and evaluating student staff

### Desired Qualifications
- Master's Degree in Student Personnel, Higher Education, or other related field
- Demonstrated ability to advise student groups

### Required Materials
Complete online application, resume, cover letter, and contact information for four work-related references.