



**Position Title:** Residence Coordinator – East, MILE, Leased, and College Owned Fraternity and Sorority Residential Areas  
**Supervisor:** Associate Director for Residential Services for Residential Education  
**Classification:** Administrative, full-time, year-round, non-exempt

This person serves under the general supervision of the Associate Director of Residential Services for Residential Education. This role is primarily responsible for the management of residential living area and creating healthy living/learning communities among upper-class students.

**Key Job Responsibilities:**

1. Contribute to the overall vision and leadership of the Office of Residential Services
  - a. Assist the Director with reviewing practices, policies, and initiatives associated with the Department to ensure that they promote a culture of diversity and inclusion and meet the needs of diverse student populations;
  - b. Participate in the annual Student Affairs Divisional and Office of Residential Services strategic planning and annual reporting efforts;
  - c. Regularly identify critical elements of the Department that require assessment of learning or evaluation of services/needs, conduct those assessments, share findings with appropriate audiences, and make adjustments to internal programs and practices based on data and evidence;
  - d. Work with supervisor to develop an annual professional development plan that will ensure awareness of trends, best practices, new information, etc. related to student life, student involvement and activities, student advising and diversity and inclusion practices and skills;
  - e. Lead and participate in Divisional and College-wide committees and initiatives;
  - f. Participate in an on-call duty rotation on behalf of the Office of Residential Services;
  - g. Assist with major office processes, including but not limited to lottery;
  - h. Perform other duties as assigned.
2. Oversee the management of East, MILE, Leased and College owned Fraternity and Sorority residential areas
  - a. Provide supervision to the Head Resident, Resident Assistant, and Resident Liaison staff in the area;
  - b. Assist in the planning and implementation of staff hiring, training, development, and evaluation process for the RA/RL staff;
  - c. Assist Associate Director for Housing Services with the regular inspections and assessment of each facility in area of responsibility, including individual rooms, common spaces, furniture, and damage billing;
  - d. Oversee roommate mediate process and room change requests for area;
  - e. Coordinator openings and closings of residential area during academic year;
  - f. Facilitate first year student assignments with Associate Director of Housing Services in July.

3. Coordinate student learning and development plan for residential areas
  - a. Meet with residential students individually and in groups to discuss social, behaviorally, and academic concerns;
  - b. Coordinate the implementation of all community development initiatives including programming, conflict resolution, and hall/floor meetings;
  - c. Collaborate with Associate Director for Residential Education the residential curriculum development, implementation, and on-going assessment;
  - d. Coordinate Group Interest Housing process, including selection, placement, and supervision of groups
  - e. Facilitate StrengthsQuest program for residential area;
  - f. Adjudicate minor first-time violations of College Policy.
4. Provide oversight for programming for RA staff
  - a. Supervise budgets for building staff and individual staff members;
  - b. Coordinate programming administrative duties with Head Resident staff, including requirements and paperwork;
  - c. Coordinator East Fest and MILE Block Party with the Associate Director of Student Engagement for Student Activities and Events.

**Qualifications:**

1. Master's degree in Student Affairs or related field preferred; Bachelor's degree required;
2. Previous housing/residence life experience preferred;
3. Commitment to the mission and goals of Muhlenberg College and the Division of Student Affairs;
4. Strong commitment to and demonstrated skills for working with a diverse student population and offering diverse and inclusive campus activities;
5. Knowledge of and ability to apply student development theory;
6. Knowledge of risk management policies and procedures;
7. Knowledge of educational outcome assessment and program evaluation;
8. Knowledge of and experience with budget preparation and management;
9. Ability to work autonomously as well as with a team;
10. Ability and willingness to work flexible hours including nights and weekends;
11. Ability to communicate effectively orally and in writing;
12. Ability to lead and motivate students;
13. Ability to organize and direct multiple activities simultaneously;
14. Ability to identify, develop, implement and evaluate new student-related programs;
15. Ability to work with computers and related software.

Muhlenberg College is an Equal Opportunity Employer. All employees are expected to support Muhlenberg's commitment to function as a diverse, caring, inclusive community.