Position Announcement for  
**Residence Life Coordinator**

The Department of Housing and Dining Services, Kansas State University, Manhattan, Kansas, invites qualified applicants for the position of Residence Life Coordinator. Kansas State University is a public doctoral research institution with over 24,000 students and over 6,000 faculty and staff, located in the picturesque Flint Hills of northeastern Kansas, approximately 120 miles west of Kansas City. Manhattan is a city of 56,000 offering an exceptional quality of living, with excellent schools and diverse cultural and social activities.

**Position Information:** The Residence Life Coordinator is a 12-month full-time, benefits eligible, unclassified position and reports to the Assistant Director for Residence Life. This is a live-in position. Anticipated start date is July 1, 2014.

**General Description:** Under the direction of the Assistant Director for Residence Life, the Residence Life Coordinator (RLC) serves as part of a dynamic residence life team and enacts a vision of enterprising innovation and initiative in student affairs work. The position demonstrates leadership abilities to help facilitate student success, involvement, multicultural awareness and personal growth. The RLC is responsible for one or more residential communities with populations of approximately 250-650 students. The primary function of this position is to direct and oversee the operations of the residence hall(s) including: staffing and supervision of 1-2 Assistant Residence Life Coordinators (Graduate Assistants) and 6-15 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 of the classroom through a wide range of programmatic opportunities and serves as the primary leader within their communities for MAP-Works implementation, student conduct proceedings, and occupancy management. RLCs also serve on departmental and university committees.

**Duties and Responsibilities:**

- 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.
Performing summer duties including summer school, conferences, special projects, attending all training sessions, and preparing hall for opening.

• Participating in departmental and university committees, task forces, and other professional development activities.

• Advising and training the Hall Governing Board (HGB), attending weekly meetings and sponsored activities. Managing RLC program account and hall Social and Educational funds.

• 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. Providing programs determined by students’ needs and opinions, assisting RAs in implementing the first six-weeks programming model, working with staff and HGB programs.

• Participating in the recruitment, selection, training, supervision and evaluation of the Assistant Residence Life Coordinator (ARLC), Resident Assistants (RA), Community Assistants (CA), and student office workers.

• Working with the Departmental Initiatives Team and academic colleges to assure all residents’ academic needs are being met.

• 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.

• Serve in twenty-four hour, year round, on call rotation including participating in weekend and holiday coverage, and being able to respond to any situations that may arise during those time offering immediate support and resources to students and staff involved.

• Opportunity to teach a community leadership class through the College of Education to provide positive, meaningful, learning experiences for students.

**Qualifications:** Requires a Master’s degree in student personnel or related area. Prefer experience working with on-campus residential living. The successful candidate will have skills in selecting, supervising, and training student staff; advising student groups; the ability to work in a multi-cultural environment and to interact with a diverse staff; flexibility; excellent oral and written communication skills; familiarity with student housing operations; good time management skills and the ability to work with interruptions. The incumbent is required to live on premises and have the ability to
respond to various resident situations and to attend evening and weekend meetings and activities.

**Salary and Benefits:** The starting salary is $35,000 per year and includes a seven day, 20-meals per week plan during the academic calendar (excluding recess periods). The duties of this position require live-in status. An on-campus, furnished apartment with washer and dryer, cable television, internet, and university provided work cell phone are provided.

This position is eligible for full university benefits including health, dental and life insurances, retirement plan, paid leave time. For a complete benefit summary, refer to [http://www.k-state.edu/hr/benefits/benefitssummary.htm](http://www.k-state.edu/hr/benefits/benefitssummary.htm).

**To Apply:** Please submit letter of application, resume, and names, addresses and telephone numbers of three work references to: Nick Lander, Assistant Director for Residence Life, Housing and Dining Services, 104 Pittman Building, Kansas State University, Manhattan, KS 66506-4601 or email lander@k-state.edu.

Pre-screening interviews will be held at the Oshkosh Placement Exchange in February 2014 and the NASPA Placement Exchange in March 2014. Early submission of your application to either of these events will enable you to be considered for a prescheduled screening interview.

**Application Deadline:** Screening of applications will begin March 16, 2014, and will continue until the position is filled.

**Questions:** You may contact Nick Lander, email lander@k-state.edu, telephone 785-532-7659 with questions about the duties assigned to this position.

*KSU is an equal opportunity employer and actively seeks diversity among its employees. Background check is required.*