Residence Life Coordinator (RLC)
Department of Housing and Dining Services

Campus: Manhattan

Job Summary: The Residence Life Coordinator (RLC) will provide leadership and supervision for one or more residential communities with a population of 250 to 650 students. The coordinator’s primary function is to direct and oversee the operations of a residential communities. Duties include student development, training, advising student groups, facilities management, professional development, and administrative and managerial responsibilities. This position may involve the staffing and supervision of one or two graduate assistant residence life coordinators and nine to 18 resident assistants. The RLC assesses, contributes to and oversees the implementation and enhancement of student learning outside the classroom through programmatic opportunities. The RLC is the primary leader within his or her community for student conduct proceedings, occupancy management and MAP-Works implementation. RLCs also serve on departmental and university committees. This is a 12 month, full-time live-in position, supervised by an Area Coordinator for Residence Life.

Qualifications: Requires a master’s degree in student personnel or related area. Experience with community living, leadership development, programming, and teaching or training is preferred.

Responsibilities:

Student Development
- Participate in the recruitment, selection, training, supervision, and evaluation of graduate and paraprofessional staff in community.
- Interact with students regularly to provide information and assistance concerning academic issues, peer conflicts, personal problems, etc.
- Collaborate with the Departmental Initiatives Team and academic colleges to ensure that residents’ academic needs are being met.
- Provide resources and support to the Resident Assistants for activities, educational opportunities and programs in the community.
- Advise and train the Hall Governing Board (HGB); attend weekly meetings and sponsored activities
- Serves as a conduct administrator and adjudicates student conduct cases that occur in the residence halls.
- Assist with management of CAT communities, living learning communities in the residence halls.

Administrative/Managerial
- Compile various reports, maintain records, and oversee check-ins, checkouts and room changes.
- Manage RLC program account and hall social and educational funds.
- Participate in the administration of programs related to summer school and special projects.
- Prepare for break housing and coordinate building openings and closings.
- Maintain key inventory, including ordering replacement keys and issuing and receiving keys.
- Assists in the oversight of maintenance within the residence halls in cooperation with Facilities Management staff.
- Participates in the departmental 24/7 on-call duty and emergency response system for residence hall community.

Professional Development
- Serve on departmental and university committees, task forces and other opportunities.
- Opportunity to teach a leadership workshop that prepares students for the Resident Assistant position.
- Attend department sponsored professional development sessions
- Maintain positive relationships with university, community, campus leadership, students, faculty, staff, parents and guests

Total Rewards: K-State offers comprehensive benefits and resources to benefit you and your family.

- Health insurance
- Wellness programs
- Retirement plans
- Life insurance
- Paid vacation and sick leave
- Paid holidays
- Tuition assistance
- Professional development opportunities
- Employee discounts on campus and in the community

For more information, refer to the summary of benefits for unclassified staff at https://www.k-state.edu/hcs/benefits/overview/. Kansas State University is a great place to work. https://www.k-state.edu/hcs/jobs/

Manhattan has been recently ranked #19 in “Best Small Cities (under 75,000 population) in the U.S. by NerdWallet.com for Quality of Life, Economic Health, and Affordability.

Salary: $35,000 per year plus full meal plan and benefits. $1,400 is available for participation in professional development opportunities.

How to Apply: Submit as one PDF, a letter of interest, resume, and names, addresses and contact information for three references to Danielle DeCuir, Area Coordinator for Residence Life, K-State Housing and Dining Services, email ddecuir@k-state.edu. Reference requisition number 5770 when applying.

Screening will begin March 18, 2016 and will continue until the position is filled.

Inquiries: Questions about the duties of this position should be directed to Danielle DeCuir
Area Coordinator for Residence Life
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Manhattan, KS 66506-4601
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