



Position Title: Residence Life Coordinator
Department: Student Affairs
Reports To: Residence Manager
Salary Schedule: C (\$42,617 - \$55,923) *NOTE: The annual salary for this role reflects an adjustment for the market price of the live-in accommodations*
Date Modified/Created: April 2019

GENERAL ACCOUNTABILITY

Reporting to the Residence Manager, the Residence Life Coordinator has primary responsibility for the supervision and training of Dons and Community Advisors. This is a live-in position that shares the on-call responsibility with the Residence Manager. The Residence Life Coordinator is also responsible for enhancing leadership and engagement opportunities within the residence at St. Jerome's University.

NATURE AND SCOPE OF THE POSITION

St. Jerome's University provides a culture and environment for employees that endeavors to promote the mission and vision of the university. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff, and students.

Working with the Residence Manager, the Residence Life Coordinator participates in the recruitment and selection of the Don Team and Community Advisors. They have primary responsibility for day-to-day leadership of the Don team, and support residence operations by reinforcing residence policies and procedures, providing on-site leadership to all students, and responding to emergencies as necessary. The Residence Life Coordinator contributes to activities and programs for St. Jerome's University affiliated students that complement the institutional objective to educate "the whole person," and to ensure that the strategic and operational objectives of the department of Student Affairs is achieved.

SPECIFIC ACCOUNTABILITIES

A. Student Leadership

- With the Residence Manager participates in the recruitment and selection of the Don team and the Community Advisors
- Responsible for the training, development, and day to day supervision of the Don team and the Community Advisors
- Supports and collaborates with student affairs team members to support holistic development of students through student programs and activities

B. Student Engagement

- Plans, coordinates, and implements key annual student-focused events (e.g. Orientation Week, Winter Formal, and other similar items)

C. Residence Operations

- Coordinates move-in and move-out processes
- Meets regularly with the Don Team and brings items of note to the attention of the Residence Manager
- Works with Residence Manager and Dons to ensure residence expectations are followed (e.g. student conduct, consequence management, noise complaints, and other related items)
- Shares responsibility for after hours on-call duties

D. Student Life Involvement

- Chairs Residence Council, Don meetings, and attends events and meetings of other student groups in residence
- Works closely with Dons to coordinate Don programming that supports and encourages academic enrichment, personal development, and the community involvement of all students
- Provides communication support for all student life focused initiatives (print, web, social media, etc.)
- Participates in student recruitment activities as they relate to the residence

WORKING CONDITIONS

- This is a live-in position. The incumbent is provided with a private suite containing a bedroom, living room, washroom, and kitchen
- Must have access to a vehicle
- This position works other than the traditional workday to accommodate after hours events and programming
- Administrative responsibilities and special event coordination

REQUIRED QUALIFICATIONS

- Completion of an undergraduate degree
- A minimum of 1-3 years of experience in residence life programming
- An understanding of the First Year university experience, and student transition
- Diversity and other training such as Assist, SafeTalk, and Mental Health First Aid strongly preferred
- Demonstrated experience with software programs such as Sharepoint and Microsoft Office Suite
- Strong organizational and communication and interpersonal skills
- Presentation and group facilitation experience
- Demonstrated ability to work independently and as a member of a team