2018 RESIDENTIAL COORDINATOR

Job Description
The Residential Coordinator is directly responsible for the development, implementation, monitoring, and evaluation of all housing activities and the implementation of co-curricular activities for the Summer Engineering Academy (SEA). The Residential Coordinator oversees the Residential Facilitator staff.

Requirements
● Highly developed organizational, administrative, and communication skills.
● Knowledgeable in handling crisis situations and medical emergency situations within the residence hall.
● Experience in planning and developing enrichment and cultural activities.
● Experience in supervising personnel.
● Full-time residential living in the residence hall.
● Bachelor’s degree in education, engineering, math, science, counseling, psychology, sociology, social work, business, or other related fields.
● Ability to be flexible as unforeseen events arise; to accept and complete tasks as they arise at the management team level.

Desired Qualifications
● Prior experience in managing residence hall activities and residence hall staff.
● Experience interfacing with local, corporate, and University sectors.
● Possession of a valid driver’s license (preferred).

Duties and Responsibilities

Specific Responsibilities Relative to the Residential Component
A. Training of Residential Facilitators
   1. Develop and implement initial training of student life staff.
   2. Conduct regular student life training meetings throughout SEA duration.

B. Assisting with Development of Residence Hall Procedures and Rules
   1. Collaborate with the Leadership Team to plan and schedule administrative procedures relative to housing participants.
   2. Establish procedures for monitoring and enforcing residence hall rules.
   3. Produce and disseminate information to SEA staff and participants relative to residence hall rules and regulations.

C. Managing Residence Hall Activities
   1. Supervise up to 6 Residential Facilitators in their roles of implementing residence hall procedures and enforcing residence hall rules.
   2. Maintain appropriate knowledge, supervision, and control of room use and changes.
   3. Maintain residence hall conditions conducive to academic and personal development of all participants.
   4. Monitor the overall security of the residence hall.
   5. Handle arrangements for participants with documented special needs.
   6. Manage residence hall situations involving conflict resolution, maladjusted or inappropriate behavior among participants.
7. Manage the prudent and expeditious handling of medical emergencies and physical failures of participants within the residence hall.
8. Respond to crisis situations in the residence hall.
9. Monitor SEA activities within the residence hall.

D. Managing Co-Curricular Activities
1. Planning the implementation co-curricular activities
2. Disseminate the goals and areas of focus for co-curricular activities with staff.
3. Disseminate objectives and content of activities.
4. Make necessary initial and follow-up contacts for all planned activities.
5. Arrange for room space and other necessary facilities for all planned activities.
6. Develop and produce a schedule containing all planned activities.
7. Observe activities in progress.
8. Respond to feedback from residential facilitators relative to scheduled activities.
9. Prepare and administer questionnaires/surveys relative to co-curricular activities to program participants for evaluation purposes.

E. Reporting
1. Report information on student activities to the Management Team.
2. Prepare a final report on the Residential component of summer programs.

Supervision Received
The Residential Coordinator reports directly to the SEA Director.

Supervision Exercised
The Residential Coordinator directly supervises Residential Facilitators.

Terms of Employment
SEA Residential Coordinator:
Mid-May-June 3 Flexible (15-20 hours per week)
June 11 - June 15 Scheduled (20-30 hours per week)
June 19 - August 5 Scheduled (35-40 hours per week)

Compensation
$6,000 - $9,000 plus room and board.