2019 Engineering OnRamp 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 Engineering OnRamp (EO). The residential coordinator oversees the student life staff. Residential coordinators need to be flexible and willing to adapt to unique challenges, accepting tasks as they arise.

Requirements
1. Highly developed organizational, administrative, and communication skills.
2. Knowledgeable in handling crisis situations and medical emergency situations within the residence hall.
3. Experience in planning and developing enrichment and cultural activities.
4. Experience in supervising personnel.
5. Full-time residential living in the residence hall.
6. Bachelor’s degree or equivalent experience in a STEM-related learning environment. We will consider an undergraduate student with residence hall staff experience and in good standing at an accredited college or university.
7. Ability to be flexible as unforeseen events arise; to accept and complete tasks as they arise at the management team level.

Desired Qualifications
1. Prior experience in managing residence hall activities and residence hall staff.
2. Experience interfacing with local, corporate, and University sectors.
3. 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 training of student life staff.
   2. Conduct regular student life training meetings throughout EO 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 EO staff and participants relative to residence hall rules and regulations.

C. Managing Residence Hall Activities
   1. Supervise 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 the 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 challenges of participants within the residence hall.
8. Respond to crisis situations in the residence hall.
9. Monitor EO activities within the residence hall and coordinate the transportation schedule for program participants.

D. Managing Co-Curricular Activities
1. Planning the implementation of 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 program managers.

Supervision Exercised
The residential coordinator directly supervises residential facilitators.

Terms of Employment
<table>
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<tr>
<th>Time Period</th>
<th>Hours Per Week</th>
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<tbody>
<tr>
<td>Mid-End May</td>
<td>Flexible (15-20 hours)</td>
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<tr>
<td>June 19 - July 2</td>
<td>Scheduled (20-30 hours)</td>
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<tr>
<td>July 5 - August 12</td>
<td>Scheduled (35-40 hours)</td>
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Compensation
The compensation for this position is $6500-$7000 based on education and experience. Compensation will be paid in two installments.

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