

Residential Coordinator
Office of Housing and Residential Life
Indiana University South Bend

Qualifications

Qualified candidates for the Residential Coordinator position will possess a completed undergraduate degree with a cumulative grade point average of 2.75 on a 4.0 scale. This position requires full time enrollment in an undergraduate or graduate program at Indiana University South Bend. Two years experience in a housing and residence life position is preferred.

Responsibilities and Duties

The following is a summary of the responsibilities of the position. However, this is not meant to be an exhaustive list of tasks and it is expected that the Residential Coordinator complete other duties as assigned by the supervisor or by the Assistant Director of Housing and Residential Life.

- Oversee the day-to-day coordination and supervision of student/staff programs and activities designed to meet the developmental needs of residents.
- Assess and evaluate programs and activities; compile results into monthly reports.
- Oversee day-to-day operation of desk and Desk Clerk staff.
- Assist in the coordination of major Housing and Residential Life events and traditions.
- Assist in implementing and enforcing campus housing, university and other policies, rules, regulations, including the Code of Student Rights, Responsibilities and Conduct.
- Attend weekly staff meetings with Assistant Director of Housing and Residential Life and Resident Assistants.
- Maintain a minimum of 10 office hours weekly.
- Attend weekly staff meetings with Housing and Residential Life professional staff.
- Attend weekly individual meetings with the Assistant Director of Housing and Residential Life.
- Be available for staff and residents and participate in the on-call duty rotation. Respond to crises and emergencies in accordance with established rules.
- Work with staff for the opening and closing of residential buildings at the beginning and end of each semester and all vacation periods.
- Provide guidance to residential governing body in collaboration with the Assistant Director of Housing and Residential Life.
- Assist with room assignment processes and mailings.
- Maintain appropriate records and compile reports as needed or requested.
- Make appropriate referrals by knowing various resources on campus and aiding residents to location the appropriate service.
- Assist staff in monthly Health and Safety inspections.
- Perform other duties as assigned.

Compensation:

The position requires a one year commitment, with a preferred start date of July 1, 2009. Outside employment is not permitted. Compensation includes:

- Fully furnished living accommodations [all utilities including electric, telephone, cable and high-speed Internet access are included].
- Total cash stipend of \$4,500 [twelve-month contract].
- Non-transferrable residential parking permit.
- Tuition remission up to 80% of 8 credit hours per fall and spring semester at the University Rate.

Fee remissions do not cover dedicated fees, mandatory fees, course related fees or audit hours. An eligible appointee should be prepared to pay these dedicated fees at the time of registration. Please be advised that certain Schools have rates that exceed the University Rate.