

**Posted:** February 20, 2024



## POSITION ANNOUNCEMENT

**TITLE:** HOUSING & RESIDENTIAL LIFE COORDINATOR (2)

**DEPT:** HOUSING & RESIDENTIAL LIFE

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$45,000-\$52,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH: Concurrent\*** CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

Reporting to the Assistant Director for Residential Education (ADRE), the Residential Life Coordinator (RLC) is responsible for supervising 3-4 halls and a student staff of 12-14 Resident Assistants. The RLC will assist HRL staff in ongoing assessment practices, program review, and the dissemination/presentation of critical elements related to the mission and strategic plan of the university and HRL. This position will work closely with HRL staff, faculty, and other academic staff. This position is a live-on position. Living on campus is a condition of employment, and for the convenience of the employer, the housing is on the premises of New Mexico Tech.

The RLC will assist in the development, implementation, and assessment of a programming model that focuses on student leadership development and academic success. The goal of the residential experience is to increase student retention while developing cultural competencies. During the summer, the RLC will work with summer conferences, summer orientation, or summer housing. This position works with the Office of Housing & Residential Life's (HRL) Leadership Team to integrate academic initiatives into the student staff training programs. The RLCs will assist HRL staff in on-going assessment practices, program review, and the dissemination/presentation of critical elements related to the mission and strategic plan of the university and HRL.

### JOBS FUNCTIONS:

#### **Residential Hall Leadership & Supervision**

**20%**

Supports the Mission, Vision, and Values of HRL.

Oversee all aspects of programming and building operations for their assigned buildings. This includes but is not limited to maintaining building rosters, managing room change processes, managing work orders, managing the programming budget, responding to student concerns, and completing other duties as assigned. Assists in setting strategic vision in areas of residential programming and assessment for their assigned residential communities.

Assists in assessing and proposing relevant policies, procedures, and initiatives to create intentional learning environments for residential students and the promotion of ongoing assessment.

Respond to emergent issues related to HRL student experience.

Supervises 12 to 14 RAs.

Conducts weekly staff and 1:1 meetings with RAs.

Completes weekly walkthroughs of the buildings in their assigned area.

Assists in hiring, training, supervision, and evaluation of Resident Assistants.

## **Residential Programming**

**20%**

Works to facilitate HRL's educational priorities, themes, and associated learning outcomes for the residential experience as it relates to residential programming.

Plans educational events/programs with associated learning outcomes that align with the residential experience.

Assist RAs in the planning and evaluation of educational/social programs.

Monitor, reconcile, forecast, and strategically plan for the spending of the programming budget of approximately \$2,500.

Utilize best practices and data to assist affinity space staff in developing, enhancing, assessing, and evaluating their affinity space to ensure each affinity space is meeting their desired goals.

Assist with training staff (professional and student) assigned to work with affinity spaces within the residential programming.

Provide guidance and resources for event planning related to affinity spaces and general residential programming.

Develop recognition and awards for academic initiatives.

## **Assessment**

**15%**

Assist in the assessment of the residential experience.

Assist in creating a programming assessment plan that includes the associated learning outcomes, data collection plan, data analysis plan, reporting structure format, and "closing the loop" related to the cycle of assessment.

Assist in developing surveys and other quantitative data collection efforts; assist in developing focus groups, interviews, and other qualitative data collection efforts.

Prepare report documents to showcase appropriate outcomes and data to various stakeholders.

Assist with the development of marketing and promotion of Residence Life initiatives utilizing various sources (brochures, newsletter, email, webpage, social media, etc.).

## **Academic Intervention & Support**

**10%**

Collaborate with the Associate Dean of Student Success to support residential student learning in the residence halls (i.e., tutoring in the residence halls).

Identify collaborative opportunities with other academic support units such as Academic Advising, Career Services, OSL Learning Center, etc., to support student's academic success.

Identify resources for programs and initiatives that support students' academic success.

Assist in faculty/staff engagement and involvement in the residence halls.

## **Recruitment, Selection, & Training**

**5%**

Assists in coordinating and leading student staff training as it relates to academic initiatives and residential programming.

Collaborate with the HRL Leadership Team to develop and facilitate professional staff training as it relates to academic initiatives, residential curriculum, and assessment.

Promotes professional development opportunities.

Actively engages in recruitment and hiring of new employees.

Develops and fosters supportive working relationships, motivation, and staff engagement.

Communicate information to staff on an ongoing basis to influence staff engagement and to be a part of a larger community.

Adjust leadership style as needed to achieve results.

Recognizes the value of and promotes a diverse workforce. Values and encourages diverse perspectives, creativity, and teamwork.

## **Collaborative Assignment (Responsible for one of the following):**

**10%**

Summer Conferences

Reports to the Summer Conferences Coordinator.

Assist with the training and supervision of 4-8 Conference Assistants.

Serve as the liaison between summer conferences staying on-campus and HRL.

Oversee on-call needs for summer conferences in case of emergency.  
Assist with other summer conference needs.  
Summer Housing  
Oversee all residents living in summer housing  
Supervise a summer RA staff of 4-6 RAs  
Assist with the planning and implementation of Kelly Mine Camp  
Assist with the process to assure that all facilities are ready for fall-term occupancy  
Academic Initiatives  
Assist Student Success with running the Summer Orientation program.  
Coordinate academic support initiatives, including in-hall tutoring with the OSL  
Support affinity housing programming initiatives  
Serve as the housing liaison for Summer Orientation

**Residential Student Support**

**10%**

Provides behavioral intervention to students, including counseling, mediation, problem-solving, policy violations, and referrals of individuals or groups of students regarding personal concerns, academic needs, or policies.  
Serves as a base-level conduct hearing officer within HRL.  
Responds to and supports medical emergencies, safety and security emergencies, and students in crisis as needed.  
Reviews incident reports, follows up with students involved in documented incidents, determines various levels of behavioral sanctions, and enters incident report data into computer records.  
Interprets and counsels students on university policy violations and determines educational sanctions and or responsibilities for policy and behavioral infractions.  
Values and encourages diverse perspectives, creativity, and teamwork.  
Serves in on-call professional staff duty rotation.

**Other duties as assigned.**

**10%**

**REQUIRED QUALIFICATIONS:**

Bachelor's degree in any area of study with 0-3 years of full-time Residential Life experience. Well-developed interpersonal communication skills, including oral and written communication. Experience that demonstrates a thorough understanding of academic initiatives, including affinity spaces, student development theory, and residential programming models. Evidence of the ability to work effectively with people from diverse backgrounds and the ability to foster communities that support diversity, equity, and inclusion. Demonstrated experience in the use of Microsoft Office and Google. Ability to obtain a New Mexico License and complete New Mexico Tech's Defensive Driving Course.

**DESIRED QUALIFICATIONS:**

Master's Degree in Higher Education or related field of study: 0-2 years of full-time Residential Life experience. \*Serving as a part-time Graduate Level Hall/Area Director/Coordinator for two years may count as 1 year of full-time Residential Life experience for the purpose of this job description. Experience that demonstrates a thorough understanding of assessment, including but not limited to Skyfactor, Qualtrics, and NSSE. Experience training and leading or supervising others. Experience and understanding of current research related to academic initiatives, including but not limited to affinity spaces, student development theory, and residential programming. Experience with program coordination or project management. Experience providing interpersonal counseling. Experience participating in behavioral interventions.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

**PHYSICAL DEMANDS:**

Standing 10%	Sitting 60%	Walking 20%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)