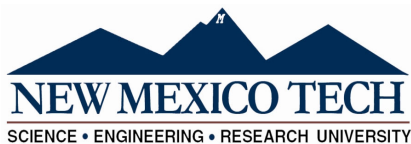


Posted: February 14, 2023



POSITION ANNOUNCEMENT

TITLE: RESIDENTIAL LIFE COORDINATOR, UPPER-CLASS EXPERIENCE

DEPT: HOUSING & RESIDENTIAL LIFE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$41,600-\$47,840

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 Associate Director of Residential Education (ADRE), the Residential Life Coordinator of Upper-Class Experience (RLC of UCE) will assist in the development, implementation, and assessment of an upper-class residential curriculum 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. The RLC of UCE will assist in leading all co-curricular aspects of various living-learning communities (LLCs)/affinity spaces, will assist in coordinating academic services within the residence halls, and will assist in all departmental assessment related to academic initiatives. This position works with the Office of Housing & Residential Life's (HRL) Leadership Team to integrate academic initiatives into the student and professional staff training programs. The RLC of UCE 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. The RLC of UCE will oversee all upper-class communities and supervise associated Resident Assistants (RAs). The RLC of UCE will also work in conjunction with the Assistant Director of Housing Operations (ADHO) to housing needs for Conference Services during the summer months. This position will work closely with HRL staff, faculty, and other academic staff. This position is a live on position.

JOB FUNCTIONS:

Residential Hall Leadership & Supervision 20%

- Supports the Mission, Vision, Values of HRL.
- Oversee all aspects of all upper-class residential communities including but 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 curriculum and assessment for all upper-class residential communities.
- Assists in assessing and proposing relevant policies, procedures, and initiatives to create intentional learning environments for all upper-class residential students and the promotion of on-going assessment.
- Responds to emergent issues related to HRL student experience.
- Supervises 12 to 14 RAs.
- Conducts weekly staff and 1:1 meetings with RAs.

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

Residential Curriculum 20%

- Works to facilitate HRL's educational priorities, themes, and associated learning outcomes for the upper-class residential experience as it relates to the residential curriculum.
- Plans educational events/programs with associated learning outcomes that align to the upper-class residential experience of the residential curriculum.
- Assist RAs in the planning and evaluation of educational/social programs.
- Monitor, reconcile, forecast, and strategically plan for the spending of the upper-class experience programming budget of approximately \$2,500.
- Assist in monitoring, reconciling, forecasting, and the strategically plan for the spending of the staff training and selection and assessment budget of approximately \$25,000.
- Utilize best practices and data to assist LLC/affinity space staff to develop, enhance, assess, and evaluate their LLC/affinity space to ensure each LLC/affinity space is meeting their desired goals.
- Work collaboratively to promote LLC/affinity spaces and residential curriculum via printed publication, website, recruitment events, social media, etc.
- Assist with training staff (professional and student) assigned to work with LLCs/affinity spaces within the residential curriculum.
- Provide guidance and resources for event planning related to LLC/affinity spaces and general residential curriculum programming as it relates to the upper-class student experience/curriculum.
- Develop recognition and awards for academic initiatives.

Assessment 20%

- Assist in the assessment of the upper-class experience curriculum.
- Assist in creating an upper-class experience curriculum 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 academic support, LLCs/affinity spaces, and student success initiatives utilizing various sources (brochures, newsletters, email, webpages, 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.

Conference Services 10%

- Supports the ADHO with all housing related conference tasks. This includes but not limited to: planning, scheduling, providing logistical support to conference attendees, contracting, involving/billing, preparing and providing bed linens, providing residence hall and classroom meeting space, and closing/turnover room inspections and associated reports.
- Leads the student staff recruitment and selection process related to Summer Conferences.
- Coordinates and leads student staff training related to Summer Conferences.
- Supervises 1 full-time graduate intern and 4 to 6 undergraduate Conference Assistants.
- Work collaboratively with handy man and custodial staff to turnover conferences spaces.
- Maintains accurate conference rosters and conference inventory reports.
- Develops and fosters supportive working relationships, motivation, and staff engagement.
- Communicate information to staff on an ongoing basis to influence staff engagement.
- 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.

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.

REQUIRED QUALIFICATIONS:

Bachelor's Degree in any area of study. Experience that demonstrates a thorough understanding of academic initiatives including but not limited to LLCs/affinity spaces, student development theory, and residential curriculum programming models. Well-developed interpersonal communication skills, including oral and written communication. Evidence of ability to work effectively with people from diverse backgrounds and the ability to foster communities that support diversity, equity, and inclusion. Demonstrated experience in use of Microsoft Office and Google.

DESIRED QUALIFICATIONS:

Master's degree in Higher Education Administration or related field. Experience that demonstrates a thorough understanding of assessment including but not limited to Skyfactor, Qualtrics, and NSSE. Experience leading or supervising others. Experience and understanding of current research related to academic initiatives including but not limited to LLCs/affinity spaces, student development theory, and residential curriculum. Experience training student and professional staff. 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 50%	Walking 10%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling 5%
Crawling 5%	Climbing 5%	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu