Posted: **August 26, 2026**

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: RESIDENCE LIFE COORDINATOR DEPT: RESIDENTIAL LIFE

REG ☑ **TEMP** ☐ **FULL TIME** ☑ **PART TIME** ☐

STARTING RATE or SALARY RANGE $50,000 - $55,000
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
• Supports the Mission, Vision, and Values of HRL.
• Oversee all aspects of programming and building operations for their assigned buildings. o 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 6 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
• Assist with the development of marketing and promotion of Residence Life initiatives
• Support the development and evolution of HRL priorities, initiatives, and projects.

Residential Programming
• 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.
• Sponsor department-wide educational 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 its 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
• 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.

Academic Intervention & Support
• Support residential student learning in the residence halls
• Identify collaborative opportunities with other academic support units such as Academic Advising, Career Services, OSL Learning Center, etc., to support students' 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
• Assists in coordinating and leading student staff training.
• Promotes and engages in professional development opportunities.
• Actively engages in the 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):
• Summer Conferences
Assist with the housing placements/ building assignments for summer conferences.
Serve as the liaison between summer conferences staying on campus and HRL.

Working with the ADHO, oversee the turnover of rooms between conferences and academic year housing to ensure they are repaired and ready for the next academic year, while also accommodating the needs of summer conferences.
Assist with the summer conference CA on call and crisis management training.
• Summer Housing
Oversee all residents living in summer housing
Supervise a summer RA staff of 4-6 RAs
Assist with the planning of Fall and Winter Training
Oversee spring-to-summer moves and summer to fall moves
• Academic Initiatives and Affinity Housing
Work with OSL to oversee in-hall tutoring
Create ways to promote academic success in the halls
Assist with the planning of Fall and Winter Training
Support specialized training and programming for affinity housing

Residential Student Support
• 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.
• Serves in on-call professional staff duty rotation.

Other Duties as Assigned

REQUIRED QUALIFICATIONS:

Bachelor’s degree in any area of study with 1.5 years of experience as a Resident Assistant, RHA, other student leader, or other experience working directly with college students. Commitment to the philosophy of quality customer service. Knowledge of Microsoft Office, including Word, Excel, and Access. Experience that demonstrates an understanding of academic initiatives, student development theory, and residential programming models. Exceptional oral communication and interpersonal skills. Demonstrated ability to work effectively in a multi-cultural environment. Excellent organizational, planning, analytical, and problem-solving skills 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 and one or more years of Residential Life experience beyond the RA position. Experience providing interpersonal counseling and behavioral interventions. Experience in building management. Must be able to demonstrate the ability to organize work and work with little supervision.

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 20%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu