

Posted: January 30, 2020



POSITION ANNOUNCEMENT

TITLE: COORDINATOR/RESIDENTIAL LIFE & SUMMER CONFERENCE **DEPT:** RESIDENTIAL LIFE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$32,000-\$35,568

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

***INTERNAL POSTING THROUGH:** February 7, 2020* 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 DUTIES:

Supervises traditional hall Resident Assistants in coordinating educational programs and building community within their area. Makes certain Resident Assistants (and self) enforce federal, state, local, school and department policies for on-campus residents. Conducts weekly meetings with student staff along with weekly one-on-one meeting with each RA. Coordinates and assists in residence hall tours and setting up of showrooms. Makes access key cards for residence halls. Creates and updates publications such as Residential Life forms, brochures, website, and manuals. Assists with Resident Assistant training. Represents the Residential Life Office during Exploration Day, Research @ Tech Day, and other campus activities. Attends workshops, seminars and conferences pertinent to the office. Meets and answers questions for campus visitors. Assists with all office duties as needed. Coordinates Summer Conference Program in the planning, scheduling, and logistical support for conference attendees including contracts, invoicing, food service, residence hall accommodations and meeting space. The position is the primary contract for all summer conferences. Supervises student conference staff and custodial scheduling. Ensures that all facilities are properly prepared for scheduled use as requested. Distributes all necessary information on each conference to other departments on the campus. Assumes an appropriate share of staff coverage for evening and weekend events. Maintains data and records including compile and analyze data of conference rooms' usage. Maintains personnel records for past and present employees. Inspects residential halls and equipment on a routine basis. Denotes wear and tear on the facilities and orders repairs as needed. Monitors the work and completion of work. Works with Facilities Management to develop a preventative maintenance program for the buildings. Meets regularly with custodian and maintenance supervisors on projects and outstanding work orders. Maintains an active inventory of working equipment and supplies being stored in the residence halls and in the storage unit. Monitors expenditures and income within the Summer Conference account, follows up on discrepancies and makes necessary corrections as needed. Plan budget for fiscal year. Monitors all delinquent account collection policies and procedures. Uses various collection methods including telephone contract, personal letters, e-mail, in collection efforts of delinquent payment. Position tentatively begins May 4, 2020.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in Education, Business Management, or other related field. One academic year of experience working with college students required. Experience as a Resident Assistant (or comparable position) desired. Experience in working with summer conferences and/or event management desired. Experience in building management desired. Knowledge of Microsoft Office including Word, Excel, and Access required. Exceptional oral communications skills required. Ability to communicate effectively with students, faculty, admin, alumni & public required. Commitment to philosophy of quality customer service required. Outstanding interpersonal skills required. Demonstrated ability to work effectively in a multi-cultural environment required. Excellent organizational, planning, analytical and problem solving skills required. Available for evening and weekend work required. Must be able to handle multiple tasks simultaneously under deadline conditions. Must be able to demonstrate ability to organize work and work with little supervision. Must be able to work effectively despite frequent interruptions. Living on campus is required for this position. Criminal background check will be required. Must have (or be able to obtain) a valid New Mexico Driver License. Must be able to obtain Defensive Driving Certificate.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 017, Socorro, NM 87801-4796