COORDINATOR OF RESIDENCE AND STUDENT LIFE

Classification: Permanent Part-time, 25-hours a week, 10-month Employee
Pay Status: Academic Management Support
Fringe Benefits per Board Policy
Starting Salary Range: $15,000
Residence hall apartment and food service provided

This position is a member of the Student Services team who reports to the Director of Residence and Student Life. This position is responsible for assisting in implementing the residential curriculum and student life programs. This is a live-in position.

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Duties and Responsibilities

Residence Life

1. Support the Assistant Director of Residence & Student Life in supervising both residence halls, including sharing on-call duty by responding to incidents in person or by college-provided phone.
2. Assist in conducting regular meetings of all residents as needed each semester to explain the rules, procedures, residence hall policies, disseminate general information, and obtain suggestions from students to provide opportunities for all resident students to interact throughout the semester.
3. Provide leadership in emergency and problem situations and communicate all concerns to the Assistant Director of Residence & Student Life through written incident reports, meetings, and immediate oral communication when situation necessitates.
4. Assist in the supervision for student housing security including door locks, mail delivery, emergency exits, and screening housing guests; implement safety processes including fire drills and health and safety inspections each semester.
5. Monitor and report any building maintenance issues within the residence halls in order to maintain a housing facility that is attractive, clean and safe.
6. Enhance retention efforts by promoting a sense of community and fostering student learning and development in the residence halls through implementation of the residential activities; initiate contact on a regular basis with students in the residence halls and become personally acquainted with each resident; manage and provide follow-up to resident needs and concerns.
7. Attend weekly meetings with the housing staff and participate in individual supervisory meetings with the Director of Residence and Student Life
8. Conduct regular meetings with resident assistants on a weekly rotating basis.
9. Provide leadership for the training of student employees who compose the support staff within this department.

Student Life

1. Serve as campus-wide coordinator of student activities (Student Senate Advisor), responsible for promoting, evaluating, and reporting on recommendations for future events to meet the needs of students.
2. Formulate, develop, and implement a comprehensive programming model for all students including commuter and non-traditional student populations at the Chanute campus;
3. Coordinate facilities and venues for student event programming.
4. Maintain a campus student calendar with all student events and activities.

5. Perform other miscellaneous duties as assigned by the Assistant Director of Residence and Student Life and/or Director of Residence and Student Life.

Required Knowledge, Skills and Abilities

1. Must possess a service mentality toward students, parents and others.
2. Excellent interpersonal skills.
3. Ability to work effectively with diverse populations.
4. Organizing and coordinating skills.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to exercise sound judgment independently.
7. Ability to provide a model of maturity and leadership to students and staff.
8. Ability to handle disciplinary issues as they arise in a firm, fair manner.
9. Willingness and ability to work as a member of a team.
10. Excellent computer skills.

Education and Experience

1. Associate's degree required or 1-2 years of experience in residence and/or student activities preferred.

Working Conditions

1. Work is performed in both a typical interior/office work environment and outdoors/many locations across campus.
2. Evening hours are required.
3. Some physical effort/heavy lifting is required.

Background and Motor Vehicle/Driving Record Checks

"All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment."

Application:

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and employment application to:

Human Resources Director, Coordinator of Resident and Student Life, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/careers.

Review of applications begins upon receipt.

NCCC is an Equal Opportunity Employer

Non-Discrimination

The current non-discrimination policy can be found at:
http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf