Lincoln University Job Description

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<th>Residence Hall Coordinator</th>
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<td>Department:</td>
<td>Residence Life</td>
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<td>Reports to:</td>
<td>Director of Residence Life</td>
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**Job Summary:**

Reporting to the Director of Assistant Director of Residence Life, Residence Hall Coordinators are 12-month, full-time, live-in professionals who are responsible for the supervision and management of residence hall communities. Residence Hall Coordinators respond to student health, safety, and conduct concerns, supervise undergraduate Resident Advisors and Desk Assistant staff and oversee the maintenance of building facilities. Through a lens of student centeredness, Residence Hall Coordinators engage in inter-department partnerships and over the delivery of transformative social and educational programs that cultivate a sense of belonging.

**Qualifications:**

- Master’s degree in student development, counseling, or closely related area.
- A minimum of one year of experience in residence life or other student affairs/development area required.
- Strong candidates with a Bachelor’s degree in Student Services, Human Services, Counseling, or related field.
- Two to three years of job related or residence life experience.
- Previous supervisory experience is also required.
- Must possess excellent interpersonal, organizational, and customer service skills.
- Excellent oral and communications skills required.
- Knowledge of Microsoft Office Suite.

**Essential Duties and Responsibilities:**

- A successful candidate will provide effective leadership over a diverse student body.
- Have knowledge and practical experience in student development theories in response to student concerns, staff supervision, and student organization advisement.
- They will oversee the vision, maintenance, and other administrative programmatic, and educational aspects of specific residential areas.
- The ideal candidate will have an understanding of and experience with residential students in the following areas: living learning communities; academic skill development; diversity; social justice; wellness; career preparation; civic engagement and personal accountability.
• Serve on an emergency “on-call” duty rotation schedule for an area of approximately 1700 residents.
• Ensures the enforcement of all residence hall policies and procedures, with a special emphasis on safety and security.
• Maintains accurate records of all keys for the hall and all residents of the call.
• Conduct monthly health and safety checks.
• Collaborate closely with the Assistant Director and Director of Residence Life.
• Assist with other duties as assigned.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

Physical Demands:

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, bend and reach.

Application Submission:

• Submit a letter of interest/cover letter.
• Letter of Interest
• Three professional references

To apply, please submit documentation to the following address:

Office of Human Resources
Lincoln University
1570 Baltimore Pike
P.O. Box 179
Lincoln University, PA 19352

Or

Email: hr@lincoln.edu