

Residence Life Coordinator

Discover yourself. Discover Towson.

Towson University (TU) is known for our high academic standards, dynamic learning environments, strong campus communities -- and for the people who create them. The Department of Housing & Residence Life is committed opening the door to student success and personal growth by fostering safe, inclusive, and engaging communities at Towson University.

Being a Residence Life Coordinator means you provide leadership to all students within our residential community of nearly 6,100 students. We are seeking highly motivated, creative, and community-oriented leaders. In this live-in position, we are looking for professionals who can be positive role-models that take initiative, contribute to positive team dynamics, and embrace our department’s core values.

Our core values are: *Safety and Security, Learning and Education, Inclusive and Welcoming Communities, Discovery of Self and Others, Engagement and Connections.*

Education

- Conferred Master’s degree required at start of employment

Minimum Qualifications

- Experience supporting students through multiple aspects of their collegiate experience
- Commitment to building diverse and inclusive communities

Preferred Qualifications

- Demonstrate a high level of integrity by connecting personal and departmental values
- Highly adaptable with a strong desire to learn
- Previous residence life experience
- Ability to communicate thoughts with clarity, demonstrate active listening, and ask appropriate questions
- Experience with community development, advising, helping and counseling skills, housing administration, and working with special populations
- Be able to scale four flights of stairs during emergency response
- Demonstrate an understanding of student development and practical application

Starting Salary:

\$41,004 (non-negotiable)

Contract Length:

12 Months

Benefits:

Fully furnished one or two-bedroom apartment with the ability to have a household member and a dog, cat, or fish; meal plan; retirement options; annual, sick, and personal leave, health, dental, and life insurance options; tuition remission; access to many Towson University services

RLCs engage resident students through:

Community Building

- Develop resident engagement plan and implement the initiatives to support department core values, active engagement in community, sense of belonging, and holistic development
- Embody the department’s residential engagement model through multiple avenues that include but are not limited to: in hall opportunities, large scale events, student interactions, community walks, co-curricular involvement, and educational programming
- Share experiences through conversations, programming, and other engaging initiatives

Student Learning and Education

- Lead residential engagement efforts by providing all students with a level of immersion that prompts them to learn about themselves and others, while reflecting on their multiple roles and responsibilities within the community
- Coordinate, advise, and oversee assigned Residential Learning Communities while developing working relationships with faculty and staff campus partners
- Educate, explain, interpret, and reinforce policies as outline in Policies for On Campus Housing, the Student Code of Conduct, the Housing & Residence Life Housing Contract, and staff manuals
- Create assessment tools to measure learning objectives and goals as it relates to engagement plan

Leadership

- Promote diversity awareness, social justice, and inclusion among students in the residence halls.
- Provide leadership to a residence hall community of 300-450 first year and upper-class students
- Select, train, and evaluate a team of 8-13 Resident Assistants, 12-24 Community Center Assistants, and 1-2 Community Center Managers
- Hold staff accountable for job related responsibilities by conducting one-on-one meetings, conducting weekly staff meeting, and providing on-going feedback to foster community engagement and development
- Mentor and guide staff to build meaningful relationships with resident students, coworkers, and supervisors
- Develop staffs’ leadership skills through creating expectations, goal setting, and prompting reflection.
- Train staff to complete administrative tasks integral to maintaining housing operations, safety, and security
- Advise building council (hall government) to serve the residence hall community by means of student advocacy, leadership skill development, team building, and programming

Administration

- Manage and allocate the Resident Assistant and Building Council programming budgets
- Oversee housing occupancy and building management by facilitating building openings and closings, building access, room change requests, and key inventory
- Maintain exceptional physical condition of residence halls by proactively identifying needs, reporting issues, assessing damage, and assigning billing as appropriate
- Actively participate in departmental committees, taskforces, and working groups
- Administer and assist with departmental projects and other duties as assigned

Conflict Management

- Utilize restorative approach to work with students who experience peer and community conflict
- Follow up and make timely referrals for students of concern
- Serve as conduct hearing officer responsible for meeting with, educating, and sanctioning
- Following expectations for the Department of Housing & Residence life and the Office of Student Conduct Civility Education
- Participate in departmental on-call rotation to ensure the safety and well-being of students
- Uphold TU’s educational conduct practice through meetings and appropriate sanctions in collaboration with the Office of Student Conduct and Civility Education

Additional Responsibilities

- During the summer: Assist with building transition to summer conferences, represent department in new student orientation sessions, maintain building operations for summer school
- Attend departmental staff meetings and trainings (student and staff)

HOW TO APPLY

All applicants must apply through the Towson University Human Resources website at: www.towson.edu/hr
For more information email us at: hrljobs@towson.edu

Towson University is an equal opportunity/affirmative action employer and has a strong institutional commitment to diversity. Women, minorities, persons with disabilities, and veterans are encouraged to apply