**TOWSON UNIVERSITY**

**Residence Life Coordinator**

**Department of Housing & Residence Life**

**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 to furthering each and every resident’s collegiate experience through facilities, staff, and collaborative partnerships. Our team in Housing & Residence Life values safety and security, learning and education, and inclusive and welcoming communities. We also aim for students to discover themselves and others while being engaged and connected.

Being a Residence Life Coordinator means you must provide leadership to all students living in the residence halls. You are a motivated, creative, and driven individual who commits to engaging with residents and fostering interpersonal connections. You are also a positive role model who maintains a professional attitude as a live-in representative of the Department of Housing & Residence Life.

**Minimum Qualifications**
- Conferred Master’s degree required at start of employment
- Experience supporting students through multiple aspects of their collegiate experience
- Commitment to building diverse and inclusive communities
- Demonstrate an understanding of student development and practical application

**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

**Execution and Administration**
- Manage and allocate the Resident Assistant and Building Council programming budgets.
- Advise building council (hall government) to serve the residence hall community by means of student advocacy, leadership skill development, team building, and programming.
- Supervise and train a team of 6-13 Resident Assistants, 12-24 Community Center Assistants, and 1-2 Community Center staff.
- Develop staff’s leadership skills through creating expectations, goal setting, and prompting reflection.
- Train and evaluate staff to complete administrative tasks integral to maintaining housing operations, safety, and security.
- Engage with students by educating, explaining, interpreting, and reinforcing policies as listed in the Student Code of Conduct, housing contract, and staff manual.
- Uphold TU’s educational conduct practice through meetings and appropriate sanctions in collaboration with the Office of Student Conduct and Civility Education.

**Leadership**
- Provide leadership to a residence hall community of 300-500 first year and upper-class students.
- Supervise and train a team of 6-15 Resident Assistants, 12-24 Community Center Assistants, and 1-2 Community Center Managers by holding staff and one-on-one meetings to foster community engagement and development.
- Mentor and guide staff to build meaningful relationships with resident students, coworkers, and supervisors.
- Develop staff’s leadership skills through creating expectations, goal setting, and prompting reflection.
- Serve on one to two departmental committees.
- Availability during some nights and weekends.
- Be able to scale four flights of stairs during emergency response.
- Participate in departmental on-call rotation to ensure the safety and well-being of our students.
- Engage with students who experience peer conflict to achieve civility and resolution.
- Participate in departmental on-call rotation to ensure the safety and well-being of our students.
- Serve on one to two departmental committees.
- Availability during some nights and weekends.
- Be able to scale four flights of stairs during emergency response.

**Compensation**

Salary: $40,000
Contract Length: 12 months
Benefits: Fully furnished 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

How to Apply

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

Check Us Out Online

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.