

**Duke University
Division of Student Affairs**

Official Job Title: Residence Coordinator
Job Code/Level/Family: Level 10
Department: Housing & Residence Life (HRL)
Supervisor: Associate Dean for Residential Life
Position Status: Regular; Full Time; Exempt
Staff Supervision: Supervise student leaders in the Resident Assistant and Graduate Resident roles
Financial Responsibility: \$10,000 - \$25,000
Schedule Note: Some evening and weekend work required

Nature of Responsibilities:

Establish and sustain positive residence hall/apartment living communities that are inclusive, built on values of mutual respect and self-responsibility; and which promote and celebrate learning as a cornerstone of the residential and university experience.

Specific Duties	% of Effort
1. Select, train, supervise, and assess the job performance of assigned staff members, including 1-4 Graduate Residents and 10-18 Resident Assistants. Monitor performance in building positive communities with emphasis on forming individual connections with residents and elevating the intellectual climate of the residential community.	30%
2. Provide assistance, support, and referral for students of concern. Serve in on-call rotation approximately 7 - 9 weeks per year, providing coverage across campuses with approx. 5,500 students. Initiate outreach to students struggling with health-related, interpersonal, and academic concerns. Support the residential community in ways that attend to the well-being of its members including mediating student disputes and providing emergency support for the residential community.	20%
3. Develop and sustain living environments that celebrate learning as an integral focus of the residential and university experience. Create opportunities for meaningful faculty-student interaction. Forge collaborations with Faculty in Residence, Focus, Living Learning Communities, and other faculty-centered initiatives that foster seamless integration of learning as a cornerstone of the residential experience. Possibility of serving as an academic advisor after completing one year in RC role.	15%
4. Develop and implement a vision of community for assigned residential area with the goal of creating a positive community characterized by inclusion, respect and celebration of learning. Promote and support opportunities for student self-governance, including engaged house councils and selective living groups.	15%

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| 5. | Provide stewardship for facility and financial resources. Perform administrative responsibilities as needed to support major HRL responsibilities such as move-in and move-out processes. Administer assigned programming and staff development budgets. Serve on departmental committees. Manage space reservation process and assisting residential groups with event planning. Provide management coverage for campus office when needed. | 10% |
| 6. | Educate students about community expectations and standards (rules and regulations). Adjudicate allegations of policy violations within the residential areas. | 5% |
| 7. | Perform related duties as assigned or required to meet departmental, division-wide and University goals and objectives. | 5% |

Required Minimum Qualifications

1. Earned Master’s Degree by effective date of appointment.
2. Commitment to providing an exceptional learning-centered residential experience.
3. Strong planning and organization skills.
4. Ability to develop and sustain positive living communities.
5. Thorough understanding of student and personal development theories and practice.
6. Excellent ability to manage crisis situations.
7. Ability to work comfortably in an environment that includes degrees of ambiguity, and which require exercising professional judgment.
8. Superior communication skills (verbal, written and interpersonal).
9. Strong ability to establish and maintain positive and collaborative working relationships.

Specific Skills and Competencies

1. Work experience as a residential life staff member.
2. Experience working collaboratively with faculty, especially in the development and delivery of programs outside the classroom setting.
3. Work experience in living-learning and/or themed communities.
4. Experience supervising student paraprofessional staff.
5. Experience advising student groups.
6. Lived previously in campus housing.

Conditions of Employment:

1. Must live in assigned apartment.
2. Must respond to community needs as required.
3. Must use dining allowance to promote student and/or staff and/or faculty interaction.
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