
Residence Life Coordinator

Position Details

USC Market Title Details

Job Family	Residential Living
Job Family Description	<p>Responsible for supporting a comprehensive residence life program which enhances the growth and development of residential students while supporting the academic mission of the University. Contribute to the students' quality of living, support effective learning and development, and provide a secure environment.</p> <p>Common Knowledge/Skills/Abilities: Knowledge of residence life operations. Interpersonal/human relations skills. Written and verbal communication skills. Organizational/planning skills. Ability to maintain confidential information. Ability to handle multiple tasks simultaneously. Ability to operate a personal computer and various software programs.</p>
Job Function	Residential Life
Job Function Description	<p>Responsible for the quality of living in a designated residence hall(s) at the University of South Carolina. Principle duties include supervision, support for student learning and development, residential program development and implementation, administration and building management, crisis management, student counseling, and advising student groups. Complementing the academic mission of the institution, "Carolina Core," and mission of the Residential Learning Initiatives unit of University Housing, actively support students in their academic progress, awareness of self, and awareness of their responsibilities to others. Seek out and develop opportunities to support curricular programs through integrating them with residential experiences. Provide live in staff leadership to summer conference programs and/or summer school programs.</p> <p>Common Knowledge/Skills/Abilities: Knowledge of residence life operations; Interpersonal/human relations skills; Written and verbal communication skills; Supervisory skills and abilities; Organizational/planning skills; Ability to maintain confidential information; Ability to handle multiple tasks simultaneously; Ability to work flexible schedule (nights, weekends); Ability to operate a personal computer and various software programs.</p>
Job Level	P2 - Professional
USC Market Title	Residential Life Coordinator
USC Title Code	CB70RF02
State Pay Band	5
Advertised Minimum Salary	\$41,258
USC Market Range	M04 - \$41,258 \$51,572 \$61,887

Position Information

Business Title (Internal Title)	Residence Life Coordinator
Position Number	00145460
Employee's Building	Patterson Hall, Columbia: 121
Campus	Columbia
Work County	Richland
Part/Full Time	Full Time
Hours per Week	37.5
Weeks per Year	52
Basis	12 months
FLSA	Exempt
Position Specific SOC Code	39-9041

Position Description

Job Purpose	The Residence Life Coordinator is responsible for facilitating the residence life program by supervising the residence hall operations and staff; coordinating programs that foster personal wellness and community development among student residents.
USC Minimum Qualifications	Typically requires a bachelor's degree and 2 or more years of experience, which may be substituted by equivalent combination of certification, training, education, and/or experience.
Position Specific Minimum Qualifications	Master's Degree Valid Driver's License required.
Preferred Qualifications	Masters degree in Student Personnel, Higher Education, Counseling or related field. Prior residence hall experience preferred. Teaching experience preferred.
Knowledge/Skills/Abilities	Strong written and verbal skills are essential. Training and/or teaching abilities in a work setting. Exceptional skills in inter-personal relationships and a sincere concern for others. Able to organize and work with student groups, both formal and informal. Managerial skills, including the ability to organize and supervise staff. Ability to work with faculty, parents, and other staff. Able to pass required criminal background check.
Supervisory Responsibilities	Responsible for the recruitment, selection, and evaluation process for Resident Assistants to meet the needs of each community. Facilitate and participate in departmental training programs and provide for the on-going training of RAs through planned departmental and in-house staff activities and through daily supervision. Coach, train, and lead RA staff to build community within the building by modeling positive leadership on a daily basis. Supervise break housing (Fall, Winter, and Spring Break) staff in assigned building/area. Supervise summer RAs related to summer conference programs. May include: 15-27 Resident Assistants and in some communities, a Graduate Assistant(s).
Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.	Works independently under general guidelines.

Job Duties**All job duties must add up to 100%.**

Job Duties requires at least 1 entry.

Job Duty**Community Enhancement:**

Create and implement inclusive, supportive communities that foster community, relationships and long-lasting friendships. Lead with Care and find ways to make a positive difference in the lives of our students, staff and guests. Provide leadership and direction for hall staff in related program development through attending events, coaching RAs to get to know residents, and in getting to know all residents in the community. Cater to student needs and program based on the needs, wants, and ideas of our residents. Contribute to the success of the neighborhood hall government and student groups in the residence hall(s) to develop and maintain effective community governance and to foster leadership opportunities for the greatest number of students. Contribute to the effectiveness of the Residence Hall Association (RHA). Be visible on floors talking informally with residents about their adjustment to USC, how classes are going, and how we can support their developing involvement with USC. Serve on the professional staff duty rotation. Liaison with other Student Affairs and Academic Support services and individuals.

Essential Function

Yes

Percentage of Time

30

Job Duty**Supervision:**

Responsible for the recruitment, selection, and evaluation process for Resident Assistants to meet the needs of each community. Facilitate and participate in departmental training programs and provide for the on-going training of RAs through planned departmental and in-house staff activities and through daily supervision. Supervise RAs in the performance of their responsibilities through regular individual contact, through conducting weekly staff meetings, and through on-going evaluation of their performance. Supervise break housing (Fall, Winter, and Spring Break) staff in assigned building/area. Supervise summer RAs in completing duties related to summer conference programs. include: 15-27 Resident Assistants and in some communities, Graduate Assistant(s).

Essential Function

Yes

Percentage of Time

30

Job Duty**Administrative and Building/Area Management:**

Coordinate the thorough, timely and accurate completion of all reports and other administrative functions per departmental standard operating procedures. Support area and departmental staff in monitoring and administering resident occupancy, and general office procedures and systems. Maintain regular/scheduled office hours. Serve as an advocate for quality management of residence hall facilities by reporting maintenance issues to facilities staff. Assist with design and implementation of residence hall/area and departmental assessment initiatives. Maintain effective desk operations through the recruitment, selection, training, supervision, and evaluation of desk staff. Coordinate and conduct health and safety inspections. Facilitate the opening and closing of the residence hall(s). Accountable for the management of neighborhood government budget(s) and learning community budget(s). Coordinate summer conference/summer school activities and services in assigned area. Coordinate break housing services for assigned area. Support the Admissions Office, Visitor Relations, academic units, University Housing Marketing and Communications Office and Residential Learning Initiatives in recruitment initiatives. Serve in the capacity of the Assistant Director when so designated.

Essential Function

Yes

Percentage of Time

30

Job Duty**Other Departmental Duties and Responsibilities:**

Perform other duties as assigned by a supervisor, including, but not limited to, administrative projects and team assignments. Serve on departmental and division teams and committees as assigned.

Essential Function No

Percentage of Time 10

Seated Employee

Employee First Name

Employee Middle Name

Employee Last Name

Employee ID

Supervisor Information

Supervisor USC ID

Supervisor First Name

Supervisor Last Name

Supervisor Position Number

Funding Information

Source of Funding

State Funding % 0.00

Federal Funding % 0.00

Other Funding % 100.00

Position Attributes

Hazardous weather category Essential

**Safety/Security Sensitive or
Requires a CDL** No

ADA Checklist

ADA Checklist

Mental Demands

Analytical and Problem Solving, Confidentiality, Constant Interruptions, Customer Contact, Detailed Work, Language, Multiple Concurrent Tasks, Reading (documents or instruments), Reasoning, Stress, Training, Verbal Communication, Written Communication

Additional Mental Demands

Because of the sensitive nature of incidents involving students and adherence to the Family Educational Rights and Privacy (FERPA) Act, RLCs must be able to serve and support students in a confidential and professional manner. Must be able to generate solutions, collaborate with others, and demonstrate initiative.

Physical Demands	Attendance, Sitting, Speaking, Walking, Writing
Lifting Requirements	Up to 25 Pounds (Light)
Visual Acuity Requirements	Close Visual Acuity (e.g., viewing a computer screen; using measurement devices), Peripheral Visual Acuity
Noise Conditions	Moderate Noise Conditions
Physical Demands (Elements Exposed to)	Blood, Chemicals, Dirt, Fumes, Hazards, Heat/Cold
Additional Physical Demands	Physical demands include: attendance, sight, speaking, writing, typing, and mobility to visit floors in residence halls. Possible exposure to chemicals, fumes, dirt, toxins, hazards, hot/cold, noise, and blood.
Please Select Any and All Equipment Needed to Perform the Duties	Computer and Peripheral Equipment, Copier, Fax, Scanner, Telephone
List Any and All Additional Equipment Needed to Perform the Duties	Knowledge in using computer with Microsoft Office software, telephone, adding machine, photocopier, fax machine, videocassette recorder and other training equipment.
