

Residence Life Community Coordinator Full Job Description

Under the leadership of the Director of Residence Life and Student Housing, the Associate Director, and the Residence Life Manager, and under the direct supervision of an Area Coordinator, the Hall Coordinator is a live-in professional who serves as a vital member of the Residence Life and Student Housing team.

As RLSH aims to enhance residents' educational, social, and personal growth, the Hall Coordinator helps create conditions within the residence halls that allow a diverse student population to learn and live in a comfortable, non-threatening environment.

At the University of New Mexico, there are several Hall Coordinators, and they have varying responsibilities and have two working titles: Hall Coordinator and Coordinator for Leadership and Programming:

Hall Coordinator

- Directly supervises between 5 and 12 paraprofessional Resident Advisors (RAs)
- Plays a crucial role in RA staff supervision, development, and evaluation
- Oversees an area of assignment within 275-450 residents
- Directs social and educational programming initiatives
- Facilitates student mentorship and leadership development
- Adjudicates student conduct cases
- Completes other duties as assigned by supervisory staff members or that arise as part of meeting the needs of students, the community, or the University
- Serve on the on-call rotation

Coordinator for Leadership and Programming

- Plan and facilitate events using the University of New Mexico programming model
- Develop processes and supervise staff facilitating signature events (Welcome Back, Lobo Reclaim, Hanging of the Greens, etc.)
- Support the advisement of student leadership organizations within Residence Life & Student Housing (Residence Hall Association, National Residence Hall Honorary)
- Supervise ten student staff members in the Community Development Assistant and Cellar Attendant

Minimum Qualifications:

- Bachelor's degree
- At least six months of experience directly related to the duties and responsibilities specified
- Completed degree(s) from an accredited institution above the minimum education requirement may be substituted for experience on a year-for-year basis
- Successfully pass a pre-employment background check

Preferred Qualifications:

- Experience living and working in on-campus housing

- Demonstrated desire to positively influence the lives of students and create a positive community that is conducive to academic success
- Proven excellence in organizational skills, sensitivity to a diverse student population, and an ability to work in collaboration with students, faculty, and staff

Additional Requirements

- The position requires a call-back response after regular business hours to respond to nonstandard situations. This position requires the ability to travel promptly to our Satellite Housing locations as needed.
- This position will require a pre-employment criminal background check. Future and/or continued employment in the position is contingent upon obtaining and maintaining a satisfactory background check, which does not include any disqualifying findings— Live-on requirement within UNM residence halls.

Compensation & Benefits:

- Meal plan (during the Academic Year).
- Comprehensive benefits package, including domestic partner benefits established by the University and State of New Mexico.
- Permissive pet policy within the Department of Residence Life & Student Housing
- Immediately available tuition remission (as outlined by UNM Human Resources)

Annual salary starting at either \$37,627.20-\$49,046.40-1.0 FTE

Position Responsibilities

A. Staff Selection, Training, Development, & Supervision

- Be a part of selecting, training, developing, supporting, mentoring, and evaluating Resident Advisor (RA) staff.
- Aid in RA staff selection by recruiting potential candidates and fully participating in interviews and discussions about candidates.
- Conduct weekly building/area staff meetings to disseminate information to RA staff and aid in ongoing staff training and development.
- Attend, participate, and present in all Resident Education Unit training sessions, including professional, senior, and RA staff.
- Attend and facilitate bi-weekly department-wide staff seminars on Tuesdays at 7:00 PM.
- Conduct weekly or bi-weekly one-on-one supervisory meetings with RAs in the assigned area.
- Provide ongoing feedback on job performance to RAs and conduct formal performance evaluations each semester.

B. Community Development

- Oversee, support, and evaluate RAs in the planning and implementing of events and activities based on the departmental programming plan.
- Maintain an awareness of events and activities in the area of assignment and on campus, including attending events when practical.
- Establish personal and professional relationships with residents in the area of assignment.
- Actively promote an environment where individual students' rights and the Community Living Guide are continually upheld.
- Develop and implement new ideas and concepts to improve the quality of life within the residence halls.

- Advise the Community Association, which includes training officers, group development, goal setting, and active support for hall activities.
- Advise an additional departmental student organization, which includes training officers, group development, goal setting, and active support for hall activities.
- Under the direction of the Coordinator for Training & Learning, support the Living Learning Communities within the assigned area by building and maintaining connections with campus partners and developing strong programmatic components

C. Student Conduct, Intervention & Support

- Adjudicate student conduct cases in the area of assignment and determine sanctions.
- Refer residents to campus and community resources based on the presence of a need.
- Provide timely and accurate documentation and communication regarding incidents, hearings, outcomes, and referrals.
- Support students as they overcome mistakes by challenging current thought processes and behavior patterns.
- Familiarize residential students with University and departmental policies, procedures, and guidelines and ensure appropriate enforcement thereof.
- Consult with supervisory staff regularly regarding student conduct matters.
- Serve as a Campus Security Authority under the Clery Act and a Responsible Employee under Title IX

D. Administrative Duties, On-Call, & Emergency Response

- Establish and maintain a RA semester duty schedule for daily supervision of the Residence Halls, including evenings, weekends, holiday breaks.
- Understand and disseminate emergency procedures and guidelines to RA staff, residents, and outside cooperating agencies.
- Serve as part of an on-call rotation to respond to and support RA staff members through emergencies, urgent matters, and policy violations on campus.
- Collaborate with local and college authorities in responding to emergencies.
- Communicate to students/staff and maintain working office hours daily during normal business hours (8:00AM-5:00PM, M-F).
- The Hall Coordinator position requires a non-traditional work schedule, by providing duty coverage for the assigned area, which does include weekends and holidays.

E. Collaboration & Professional Development

- Cultivate successful professional relationships with students, parents of students, Hall Coordinators, Area Coordinators, Residence Life Manager, Director of RLSH, support staff, LLC campus partners, and other campus departments.
- Serve on intra-department committees as directed or assigned, or voluntarily as an area representative.
- Meet weekly with the Residence Life Manager to discuss issues, concerns, and progress toward personal, staff, or community goals or issues of concern.
- Hall Coordinators are encouraged, with prior approval from supervisory staff, to pursue personal, professional, and educational growth through additional undergraduate or graduate course work, consulting professional articles and

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journals, reading books pertaining to student affairs, attending professional conferences, and community involvement.

F. Facilities & Operations

- Assist the Operations Staff in opening and closing of the residence halls at the beginning and end of the academic year, and during periods of academic recess.
- Work cooperatively with RLSH functional areas in matters related to hall maintenance, custodial, room assignments, roommate conflicts, verification of occupancy and hall/room damage issues.
- Process approved room changes within assigned area, participate in department wide room change time periods, and maintain awareness of roster changes.
- . Receive and process reports of damages, needed repairs, and items of a similar nature, and follow-up regarding completion of repairs.
- . Maintain professional relationships and open lines of communication with facilities and custodial staff.
- Monitor and inventory storage areas, lounge and public areas in area of assignment.

Term of Appointment/Reappointment

Funding for this position is available for a two-year term, commencing from the employee's start date and concluding in 2027. Continuation beyond this period is contingent upon the Department's operational needs, as specified in UBPPM #3200, Employee Classifications. If an extension beyond the two-year term is approved, the employee(s) will transition to a one-year term. For further details, please refer to the Position Description.

Best Consideration: 2/28/2025