

Residence Coordinator (Ref: RC)

Job will be posted only through July 3, 2009

SUMMARY: The Residence Coordinator (RC) is responsible for providing leadership and management for a residential unit of 130 to 280 students. The RC supervises six to twelve Resident Assistants (RA). The RC also serves as a member of the central office staff of the Residence Life Office. This is a 12-month, live-in (on campus) position.

Essential Duties and Responsibilities include the following. Other duties may be assigned as needed.

- Develop community in residential areas through the Connections Model
- Maintain a commitment to staff and student development, a personal connection with residents, and a high visibility on campus
- Supervise and provide staff development opportunities for six to twelve RA's
- Participate in a year-round duty rotation that provides after-hours crisis management and intervention
- Assist RA's with, and personally offer, roommate mediation
- Adjudicate judicial cases and conduct judicial meetings in accordance with the Queens' Honor Code
- Provide leadership with one or more of the following central office projects:
- Ensure thorough, ongoing staff training and staff selection
- Provide regular, balanced feedback to RA's, as well as meaningful recognition and appreciation
- Update the Queens University of Charlotte Service Referral List
- Participate in advising of Residence Hall Association
- Attend Summer conferences as requested
- Coordinate Summer housing requests
- Update the Residence Life web pages with timely, useful information.

Skills and Qualifications:

- At least two years experience in Residence Life or a related field preferred
- Previous staff supervisory experience preferred
- Strong leadership, training and motivational skills
- Commitment to student learning and development
- Proven ability to provide constructive feedback and develop high-functioning teams
- Must be able to serve as a positive role model for RA's and students
- Strong problem identification and resolution skills, as well as proven ability to constructively address and resolve major and minor conflicts
- Excellent interpersonal, verbal and written communication skills, including exemplary poise, tact and diplomacy

- Proven ability in taking initiative, multi-tasking and work well under pressure. Flexibility and adaptability is required
- Demonstrated organizational and planning skills, including strong follow-up and follow-through to completion skills
- Must be knowledgeable of the Microsoft Office software suite, including Word, Excel, PowerPoint, and Outlook. Experience with web page development and updating preferred
- A high level of personal integrity and professionalism and a proven ability to maintain utmost confidentiality at all times
- Availability to regularly work evenings and weekends and live on-campus
- Bachelor's degree or an equivalent combination of education and experience; Master's degree preferred in Higher Education, Counseling, Student Personnel, or a related field

Application Process:

Candidates should submit via email to hr@queens.edu all of the following

- (1) a letter of interest,
- (2) current resume or curriculum vitae,
- (3) salary requirements or history, AND
- (4) contact information on three references.

Be sure to include **YOUR NAME** and "Ref: RC" in your email subject line.

Queens values campus diversity and demonstrates this in campus initiatives; we particularly encourage members of historically under-represented groups to apply.

Only candidates who best match requirements of job will be contacted. The position will be removed from the website once an offer is extended and accepted. Due to limited staff resources, phone calls cannot be accepted or returned.

Queens University of Charlotte is an equal opportunity employer and does not discriminate on the basis of race, color, gender, sexual orientation, religion, age, national origin, disability, veteran status or any characteristic protected by law. Queens is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans. Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704-337-2297 or hr@queens.edu

BENEFITS

Queens offers medical/dental insurance, domestic partner benefits, defined contribution retirement plan & supplemental retirement plan, vacation and paid

holidays, tuition remission, life insurance, flexible spending accounts, sick leave and long-term disability leave, free parking, merchandise discount at the Bookstore, reduced cost meals at Morrison Dining Hall, EAP, free fitness center access.

ABOUT QUEENS

Queens University of Charlotte is a private, co-ed, Presbyterian-affiliated comprehensive university with a commitment to both liberal arts and professional studies. Located in the heart of historic Charlotte, Queens serves approximately 2,300 undergraduate and graduate students through its College of Arts and Sciences, the McColl School of Business, the Presbyterian School of Nursing, the Wayland H. Cato, Jr. School of Education, the School of Communication and Hayworth College for evening programs.

-Posted June 18, 2009-