

## Assistant Coordinator of Student Life

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<b>Department:</b> Student Services	<b>Job Status:</b> Full Time
<b>FLSA Status:</b> Exempt	<b>Reports To:</b> Coordinator of Admissions & Student Life
<b>Grade/Level:</b>	<b>Amount of Travel Required:</b> No travel required
<b>Work Schedule:</b> Office hours and weekend duty as assigned.	<b>Positions Supervised:</b> Resident Advisors and Assistant Resident Advisors

### POSITION SUMMARY

Assistant Coordinator of Student Life is a live-in position and is an integral part of Residence Life. There are significant time commitments required of the position. Due to the unique nature of this position, work cannot easily be translated into hours worked per day or week. The Assistant Coordinator of Student Life requires both regularly scheduled responsibilities and times at which you are available and accessible to residents and staff with many of these hours being at unconventional times. On average, this position should expect to work 40 hours per week and leave campus no more than two weekends per month.

**Duties:** Coordinate activities for residence halls. Order supplies and determine need for maintenance, repairs, and furnishings. May maintain household records and assign rooms. May refer residents to counseling resources if needed. Responsible for providing leadership, building community, and promoting learning in the residence halls. Work closely with other professional staff in residence life and student activities in the administration and management of comprehensive residence life and housing program serving MCC.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Interact with residents as a means of establishing and maintaining friendly relationships. Identify and address problems, impart and obtain information, answer questions, and create and foster a sense of community in a living area.
- Supervise the Check-in, Check-out process.
- Share on-call responsibility with Coordinator of Student Life.
- Supervise educational and social activities each academic year in accordance with the Residence Life programming model requirements.
- Enforce rules and regulations to ensure the safe and orderly operation of residence halls.
- Mediate interpersonal problems between residents.
- Communicate with other staff to resolve problems with individual students.
- Counsel students in the handling of issues such as family, financial, and educational problems.

- Make regular rounds to ensure that residents and areas are safe and secure.
- Maintain regular office hours during the day Monday thru Friday.
- Observe students to detect and report unusual behavior.
- Determine the need for facility maintenance and repair, and notify appropriate personnel.
- Assign rooms to students.
- Answer telephones, and route calls or deliver messages.
- Supervise the Residence Hall Resident Advisors and/or other assigned personnel.
- Supervise students' housekeeping work to ensure that it is done properly.
- Submit neat and timely paperwork as required and perform other administrative duties according to deadlines set by supervisor.
- Inventory, pack, and remove items left behind by former residents.
- Coordinate with custodial staff to ensure residence halls cleanliness.
- Supervise and participate in activities of summer housekeeping.
- Advise residents of campus resources.
- Assist in the recruitment and training of the overall residence halls staff.
- Attend training, in-service and meetings as scheduled.
- Perform other duties as assigned.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Business Acumen** - Understands basic business practices.
- **Change Management** - Communicates changes effectively.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative** - Seeks increased responsibilities; Takes independent action.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- **Safety and Security** - Observes safety and security procedures; Uses equipment and materials properly.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

**SKILLS & ABILITIES**

**Education:** Associate's Degree (two year college or technical school)

**Experience:** Previous experience in student life preferred.

**Other Requirements**

Proven multi-tasking and organizational skills which include communication, assertiveness, self-directedness, and initiative. Proven experience and knowledge in regard to the development of student activities. Proven skills in event planning, database management, Microsoft Office software, and communications to include written and verbal presentations, phone exchanges, and electronic correspondence.

**REVIEWED BY (SUPERVISOR SIGNATURE)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED BY (EMPLOYEE SIGNATURE)** \_\_\_\_\_ **DATE** \_\_\_\_\_

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.