



Residence Life Coordinator

Department of Housing & Residence Life

Job Description

The Department of Housing and Residence Life is looking for new professionals who want to join our team of educators in our mission to transform students to enrich the world through living, learning, and leadership in our communities. Our team strives daily to enhance student academic and personal development by fostering a sense of respect for self, others and the community, placing an emphasis on diversity, encouraging personal and civic responsibility, while providing opportunities for leadership development.

The University of North Florida is a member of the State University System of Florida and is a fully accredited, 4-year, public institution serving more than 16,000 students. UNF prides itself on its small campus feel where we truly believe and work to make students feel our motto: "No one like you, no place like this." Our campus also prides itself in our natural beauty, being situated on a nature preserve of 1,381 acres with several lakes and nature trails. The Atlantic Ocean and miles of beach are also just minutes from campus.

Position Overview

The Residence Life Coordinator (RLC) is a full-time, 12-month, live-in professional staff member. The RLC position is designated as a time-limited appointment of up to four years. RLCs work to foster an inclusive residential environment focused on our educational priorities: self-discovery, intellectual curiosity, community engagement, and civic leadership. The RLC reports to an Assistant Director, and is responsible for the overall management of a residential area of approximately 430-1000 residents, up to 20 Resident Assistants and the possibility of a graduate student Assistant Residence Life Coordinator. This position requires a positive, creative, self-motivated, and hardworking person with excellent interpersonal skills, willing to work in an environment requiring strong emphasis on providing superior customer service aligned with the University's mission and values. General responsibilities of the position include:

- Coordinating all educational aspects for assigned residential community, including supervision of staff, response to student issues, and student learning opportunities
- Developing programming and other community development opportunities utilizing a residential curriculum
- Collaborate with Coordinator of Educational Initiatives on the development of living-learning communities
- Advising a student Area Council for residential community
- Serving as a conduct hearing administrator for the Department of Housing & Residence Life
- Participating in the on-call duty rotation, which includes nights, weekends, and holidays
- Serve on departmental, divisional, and/or university committees
- Manage response and follow-up related to students of concern and student conduct
- Create an inclusive environment that is supportive of students of all identities, advocate for the needs of underrepresented students, and educate the community on matters of diversity and social justice

Qualifications

- Master's Degree in a directly related area of specialization such as College Student Personnel, Student Affairs, Higher Education or Counseling by July 1, 2017
- Preference will be given to candidates with Housing and Residence Life/supervision experience.

Compensation

- \$32,000.00/annually
- Large one-bedroom, furnished apartment with washer/dryer and dishwasher, paid utilities, basic cable, local phone service
- Reserved parking decal is provided
- Excellent comprehensive state benefits package, including a tuition waiver for up to 6 credits per semester after 6 months of employment.

To Apply - Applicants must complete a one-page application on-line in OASys at <http://www.unfjobs.org>, position #341540 and must upload all required documents to be considered for this position (resume, cover letter, and list of references). Upon completion of your application with attached documents, you will receive a confirmation number. Keep the confirmation number for your records. Applicants who do not apply on-line or do not upload all the required documentation will not be considered for this position. Initial review of applications begins January 30, 2017. Anticipated Starting Date is July 10, 2017, but is negotiable. Interviews will take place via phone/Skype and at TPE (Employer ID: 729). If you have any questions contact Fantei Norman at 904-620-5433 or email at fantei.norman@unf.edu. For additional information about the Department, please visit our website at <http://www.unf.edu/housing>.