



**Resident Education and Development
Division of Student Affairs**
University of Cincinnati
PO Box 210045
Cincinnati, OH 45221-0045

Stratford Heights, Bldg. 16
2634 Stratford Ave.
(513) 556-6476

RE: Community Coordinator Position Announcement - 24461

Date: December 15, 2017

Location: Cincinnati, OH, US

Do you desire to promote community development for students and staff? Do you desire to gain critical experience working in residence life and housing? You can be a part of a team focused on student support and academic development by joining a dynamic team of student affairs professionals. We are seeking highly motivated individuals with a drive to work with and develop students to apply for the Community Coordinator position at the University of Cincinnati.

The Division of Student Affairs is seeking to hire up a Community Coordinator in Resident Education & Development. The Community Coordinator (CC) is responsible for the management, administration, services, and activities in a residential building/area consisting of 450-800 students. The Community Coordinator assists with the selection, training, supervision, and evaluation of 11-22 Resident Advisors (RA). Other duties include community development, student development, staff development, student conduct, crisis intervention, programming, hall government advisement, and summer programs. This person is a member of the Resident Education and Development Senior Staff team and is directly supervised by the Area Coordinator of their assigned hall. This is a required live on-campus position that includes the expectation of eating in our Dining Centers to provide policy enforcement within the dining facilities. This position is an hourly, non-exempt employee.

Description of Duties and Responsibilities:

- Provides supervision to resident advisors in the assigned residential building.
- Shares responsibility with the Area Coordinator for the administration of one residential community. Completes necessary paperwork, works with Facilities & Maintenance staff, Housekeeping staff, Housing and Food Services, and University of Cincinnati Police Department to ensure safety and security within the designated area.
- Works to ensure that all residents feel included and welcome by overseeing community, academic, and personal programs in collaboration with other Resident Education and Development staff and/or university departments.
- Is knowledgeable of departmental and university policies and ensures that students and staff with whom he/she/they interacts are aware of such policies within all residential communities and residential dining centers.
- Serves as primary advisor to building/area's hall government, in conjunction with the Head RA. Monitors and approves financial transactions to ensure funds are used properly.
- Facilitates an awareness and sensitivity in celebration of cultural diversity.
- Assists in the recruitment, selection, training, and evaluation of all Resident Education and Development staff members.
- Monitors and documents behavioral concerns. May adjudicate cases, at the discretion of the neighborhood Area Coordinator.

- Provides crisis intervention as situations arise. Utilizes on-campus resources to make appropriate referrals to students who need and/or require assistance.
- Serves as secondary response within on campus-wide duty and/or emergency rotation, supporting any needs that arise from the primary Area Coordinator on duty.
- Establishes regular office hours within residential community. Maintains a high level of contact with residents and staff by walking the area on a regular basis.
- Serves on departmental committees.
- Attends regularly scheduled departmental staff meetings, individual consultations with supervisor/supervisees and facilitates area meetings.
- Performs other duties as assigned by Area Coordinator or Assistant Director of Resident Education and Development.

Minimum Qualifications: Bachelor degree with (1) year of experience; -OR- Associate degree with three (3) years of experience; -OR- five (5) years of experience. Experience must be in residence hall administration, which includes counseling and advising. Ability to live in a residence hall/apartment.

Preferred Qualifications: Master degree in College Student Affairs, Higher Ed Administration, or related area and zero to two (0-2) years of residence life or equivalent functional area. Previous experience working in university housing and residence life as a graduate or professional staff member. Previous experience working in apartment style residential communities.

Other Application Requirements: Please address cover letters to Antonio Pee, Associate Director of Resident Education & Development and also include a list of 3-4 references.

Other Important Information:

Resident Education and Development has two vacant opportunities:

- Candidates seeking to be hired for the immediate vacancy should indicate so in their cover letter.
- Candidates seeking start date of July 11, 2018 should indicate this in their cover letter. Resident Education and Development will also be recruiting for this position at The Placement Exchange.

To Apply: Please go to University of Cincinnati's Human Resources website: <https://jobs.uc.edu> and fill out an application for position entitled "Community Coordinator," posting number 24461.

- Review of applications for immediate vacancy will begin January 2, 2018.
- Review of applications for July 11, 2018 start date will begin January 16, 2018.

This position will be a professional position paid at an hourly rate. \$35,006.04 (\$16.83/hour)

*The University of Cincinnati, as a multi-national and culturally diverse university, is committed to providing an inclusive, equitable and diverse place of learning and employment. As part of a complete job application you will be asked to include a **Contribution to Diversity and Inclusion** statement.*

The University of Cincinnati is an Affirmative Action / Equal Opportunity Employer / M / F / Veteran / Disabled.

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