ANNOUNCES AN OPENING IN THE STUDENT AFFAIRS AND MARKETING AREA
STUDENT AFFAIRS-HOUSING

POSITION: COORDINATOR, RESIDENCE LIFE

DESCRIPTION OF DUTIES: Provides leadership, direction, emergency response, on call duties, facilities management, contract management, community building, conflict resolution and recruitment and retention for Student Housing. Coordinate and administer the overall Residence Life Program, including student development and operations. Ensure compliance with all relevant policies, procedures, standards, and laws. Serve as primary personal counseling resource for residents to assist in resolving roommate, emotional, diversity and developmental issues. Establish and maintain communication with student residents. Develop students’ awareness of community activities relative to student needs, including educational, cultural, social, recreational and service programs. Manage operation functions of student housing such as room assignment, key distribution, maintenance requests, inspections, collections and damage assessments. Oversee and monitor office supply budget. Perform other duties as assigned. Regular attendance is an essential function of this position. Selected candidate will reside on-campus. The hours are 8:00 a.m. to 5:00 p.m., Monday through Friday; however, duties will include an “on-call” component on a scheduled basis which may require some evenings and weekends.

MINIMUM QUALIFICATIONS: Bachelor’s Degree in Business, Organizational Leadership, or related discipline. Three (3) years experience in public administration, community organization or facilities management. Proven effectiveness in dealing with a diverse employee and external customer-based population. Excellent oral/written communication, interpersonal and organizational skills. Ability to multi-task, adhere to strict deadlines and be attentive to detail. Light lifting (up to 10 lbs), reaching above shoulders, may walk 1-2 hours per day.

DESIRED QUALIFICATIONS: Master’s Degree in related discipline. Five (5) years experience, in public administration, community organization or facilities management.

SALARY: $43,750 - $48,950 (inclusive of campus-provided living accommodations)

APPLICATION DEADLINE: UNTIL FILLED

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

Candidate selected will serve a probationary period. All finalists may be subject to a background check and/or drug test.

(POSTED ON MAY 17, 2016)
Must be eligible to work in the United States
An Equal Opportunity Employer
In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.
https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/
HUMAN RESOURCES/AAO (405) 733-7979
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