WINTHROP UNIVERSITY
NOTICE OF JOB VACANCY

November 5, 2015

POSITION: RESIDENTIAL LEARNING COORDINATOR (RESIDENCE LIFE)
(Class Code CB70/Student Services Coordinator II)

BAND: Band 05\Level 02

STARTING SALARY: $33,082 minimum per year (plus apartment and meal plan);
qualifications and funding will determine actual salary

VACANCY: # 201630

Minimum Training and Experience:
Master's degree in a related field required. Two years experience in housing or related college student affairs work highly desired. Supervisory experience preferred. The person selected for this position will be required to reside in residence hall year round.

Knowledge, Skills and Abilities:
Knowledge/experience working with academic living/learning residential communities. Knowledge of policies, practices/procedures involved in operation of residence halls. Knowledge of interpersonal/group interaction. Knowledge of student development theory. Knowledge of counseling techniques. Ability to counsel/advise students effectively. Ability to exercise mature judgment under difficult circumstances. Ability to coordinate/monitor variety of simultaneous activities. Ability to supervise/evaluate the work of others. Ability to deal with sensitive/confidential situations. Ability to establish/maintain effective working relationships with students, faculty, parents and general public. Ability to communicate effectively both orally and in writing with students and faculty. Ability to effectively teach and present information to students. Ability to work flexible hours.

Major Duties:
Reporting to the Assistant Director of Residence Life, the Residential Learning Coordinator coordinates the administration and operations of a specific residence hall on the Winthrop University campus. Coordinates the administration and operation of a specific hall; responsible for the development of academic living/learning communities; assists in the development and implementation of programs, policies and procedures; assists with short and long range planning; maintains office hours and administers a hall office as an extension of the Central Residence Life Office. Has overall responsibility for 425 students; supervises 8-10 resident assistants; 25 office hosts and 10 - 15 night hosts; hires, trains, plans and determines work schedules; assists in programming development. Plans and implements training programs and workshops for Residence Life staff; develops and promotes academic success, educational, wellness, cultural and social programs; chairs departmental committees. Counsels staff members and students; enforces all University and Residence Life policies; adjudicates residence hall disciplinary cases and administers sanctions. Works as an Academic Associate on special projects for University College. Teaches one section of ACAD 101. Advises a specific residence hall council and student groups. Coordinates residence hall maintenance with Facilities Management, Custodial Services and Facilities Design and Development; approves and inspects room personalization requests. Coordinates either Summer Conference or Summer School Housing; rotates "on-call duty" and responds to personnel and building emergencies on a 24-hour a day basis, including break periods. Performs other related duties as required.

To apply, access www.jobs.sc.gov to submit an on-line application no later than November 18, 2015. Please include a resume, cover letter and names/telephone numbers of three references.

Winthrop University is an Equal Opportunity / Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply. This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.