**WINTHROP UNIVERSITY**  
**NOTICE OF JOB VACANCY**  
April 11, 2016

| POSITION: | RESIDENTIAL LEARNING COORDINATOR (RESIDENCE LIFE)  
|          | (Class Code CB70/Student Services Coordinator II) |
| BAND:    | Band 05\Level 02                                       |
| STARTING | $33,082 minimum per year (plus apartment and meal plan); |
| SALARY:  | qualifications and funding will determine actual salary |
| VACANCY: | # 201654                                               |

**Minimum Training and Experience:**
Master's degree in a related field required. Two years of 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 the residence hall year round.

**Knowledge, Skills and Abilities:**
Knowledge/experience working with academic living/learning residential communities. Knowledge of policies, practices and procedures involved in residence hall operations; interpersonal/group interaction; student development theory; and counseling techniques. Ability to counsel/advise students effectively; exercise mature judgment in difficult circumstances; coordinate and monitor a variety of simultaneous activities; supervise and evaluate the work of others; deal with sensitive/confidential situations; establish and maintain effective working relationships with students, faculty, parents and the general public; communicate effectively both orally and in writing; effectively teach and present information to students; and 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. Responsible for the development of academic living/learning communities. 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 to 10 resident assistants, 25 office hosts and 10 to 15 night hosts; hires, trains, plans and determines work schedules. 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; and adjudicates residence hall disciplinary cases and administers sanctions. Assists in short- and long-range planning and in the development and implementation of programs, policies and procedures. Works as an Academic Associate on special projects for University College and teaches one section of ACAD 101. Advises a residence hall council and student groups. Approves room personalization requests and coordinates residence hall maintenance with Facilities Management, Custodial Services, and Facilities Design and Development. Coordinates either Summer Conference or summer school housing. Rotates "on-call duty" and responds to personnel and building emergencies on a 24-hour basis, including break periods. Performs other related duties as required.

To apply, access [www.jobs.sc.gov](http://www.jobs.sc.gov) to submit an on-line application no later than April 25, 2016. 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.