

## Student Success Coordinator: Residence Life and Public Relations

Westminster College is currently seeking applicants for the **Student Success Coordinator: Residence Life and Public Relations**. This is a 10-month, full-time, live-in position responsible for supporting undergraduate student staff and residential students while ensuring facilities are well-maintained and safe. There is potential to expand this position to 12-month in collaboration with a Department of Justice grant and would involve work in sexual violence prevention and education, approximately 5 hours weekly. Additionally, the position plays a vital role in supporting the work of Student Affairs, specifically through oversight of resident assistant selection, training, and development as well as public relations for the Student Affairs division. The employment term is mid-July through mid-May annually.

The mission of the Residence Life program at Westminster College is to contribute to the development and education of students by creating inclusive communities in which students can feel safe to explore new ideas, be challenged to relate to others with respect and compassion, be supported in self-discovery, and be supported to solve problems autonomously. Rooted in the Westminster College mission, the mission of the Residence Life program supports the academic endeavor of students. Further, the Residence Life program supports the quest for excellence that Westminster College espouses for all students.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.

### **Residence Life Responsibilities**

- Area Coordinator for upper campus: Shaw, Galbreath, Browne, and Ferguson
- Supervise, develop, and support undergraduate staff for assigned residential area, including senior RAs
- Facilitate residential education model and assist RA staff to foster safe and inclusive communities
- Manage all operational functions for assigned residential area ensuring safety, building maintenance, work orders, room and common area inventories, damage assessments, supervising the opening and closing of facilities throughout the year

### **Student Affairs Responsibilities**

- Oversee resident assistant program, including selection, training, development, and performance management
- Coordinate public relations initiatives for the Student Affairs division, including website content coordination and social media
- Coordinate parent communications from the division, collaborating with the Director of Parent Engagement
- Engage in developmental conversations as a hearing officer, both in Student Conduct and Title IX hearings
- Serve in on-call rotation and respond appropriately to crisis situations

### **Additional Responsibilities**

- Teach one section of Westminster 101, a college transitions course
- Participate in the on-call rotation schedule for Student Success Coordinator team
- Provide intervention and referral for students experiencing social, emotional, or academic difficulties, including CARE case management
- Likely College committee assignments and/or collaborative initiatives
- Other duties as assigned by either the Associate Dean or Vice President of Student Affairs

### **Requirements**

Master's degree in Student Affairs or related field. Strong theoretical and philosophical foundation in student development and residence life; demonstrated experience with development of training and supervision models; strong written and verbal communication skill; demonstrated understanding of and commitment to issues of diversity and inclusion in higher education; criminal and other relevant background checks

**Supervision**

The Residence Life components of this position are supervised by the Associate Dean of Student Affairs. The Public Relations components are supervised by the Vice President of Student Affairs.

To Apply: Please send cover letter, resume, and the names and contact information for at least three professional references by email to [SAJobApplications@westminster.edu](mailto:SAJobApplications@westminster.edu). Priority will be given to applications received by **March 20, 2020**, but will be accepted until positions are filled.