

Student Success Coordinator: Housing

Westminster College is currently seeking applicants for the **Student Success Coordinator: Housing**. This is a 12-month, full-time, live-in position responsible for supporting undergraduate student staff and residential students while ensuring facilities are well-maintained and safe. Additionally, the position plays a vital role in supporting the work of Student Affairs, specifically through administration of housing, data management, and assessment.

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 lower campus: Eichenauer Hall, Russell Hall, & Berlin Village complex
- 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

- Housing Coordinator responsible for room assignments for Berlin Village townhouses and residential living for returning and first year students.
- Responsible for overseeing fraternity/sorority housing processes, commuter compliance, and ADA housing accommodations
- Manage early arrival housing process and break housing procedures
- Ensure customer service, student satisfaction, and student safety in all housing processes
- Serve as the Data Manager for the Student Affairs division, managing the student information system and other technologies that support division work
- Engage in developmental conversations as a hearing officer, both in Student Conduct and Title IX hearings
- Coordinate Residence Life assessment and assist with assessment throughout the Student Affairs division
- 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 assessment and technology skills with SIS, databases, and interpreting data; strong written and oral communication skills; 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 Student Affairs 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. Priority will be given to applications received by **March 20, 2020**, but will be accepted until positions are filled.