



RESIDENCE LIFE COORDINATOR

Department of Housing & Residence Life

Towson University (TU) is a comprehensive, metropolitan university located north of Baltimore, Maryland. TU currently enrolls over 21,000 students and has been designated as a growth institution by the University System of Maryland.

The Residence Life Coordinator (RLC) is a professional staff member within the department of Housing and Residence Life. Residence Life Coordinators are responsible for supporting the student development program and are primarily responsible for community and student development of residence hall(s) housing approximately 320-500 students. Through effective residence hall management, the department strives to support the academic pursuits and promoting the personal and educational growth and development of students.

Currently, 4,500 students reside in 15 on-campus residence halls with three of these being public-private partnerships. The Department of Housing & Residence Life is comprised of professional, graduate, and undergraduate staff committed to promoting a residential living environment that fosters academic and personal growth in caring, diverse, safe, clean, and well-maintained communities.

Areas of Responsibility

The following is a representative, certainly not all-inclusive, list of Residence Life Coordinator responsibilities. The duties and responsibilities are divided into seven broad categories: General Expectations, Supervision & Advising Expectations, Policy Enforcement, Crisis Management, Hall/Community Development, Administrative Responsibilities, and Additional Roles.

General Expectations

- Maintain a professional attitude and manner serving as a representative of the Department of Housing & Residence Life and Towson University; serve as an example and role model for students
- Understand the rationale for University and Housing policies and procedures and be able to explain, interpret, and enforce them effectively as listed in the Student Code of Conduct, University Catalog, Housing Contract, and Staff Manual
- Develop positive working relationships with the Assistant Directors, other Residence Life Coordinators, Assistant Coordinators, Graduate Assistants, student staff, and all members of the Housing & Residence Life staff
- Hold regular one-on-one meetings with supervisor

Supervision & Advising Expectations

- Supervise a staff of 5 to 14 Resident Assistants
 - Serve as the primary supervisor for Resident Assistant staff including facilitating relationship development among staff members, scheduling duty hours, and conducting performance evaluations
 - Hold regular one-on-one meetings with each Resident Assistant
 - Attend and participate in all Resident Assistant training and development exercises
 - Support Resident Assistant staff in building successful, positive residence hall communities
- Serve as the advisor or co-advisor for the Building Council
- Provide feedback regarding Building Council and Community Center progress and/or operations to Assistant Coordinator

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- Assist other students with personal and professional growth and development

Policy Enforcement

- Understand the rationale for University and housing policies and procedure and able to explain, interpret and enforce them effectively as listed in the Student Code of Conduct, University Catalog, Housing contract, and Staff Manual
- Uphold Towson University's judicial policy of an educational approach to sanctioning when adjudicating student conduct hearings
- Collaborate with the Office of Student Conduct & Civility Education on more severe policy violations, as outlined in the Student Code of Conduct

Crisis Management

- Participate in departmental weekly professional staff on-call rotation
- Consult with Assistant Director, Director and Assistant Vice President on all emergency or crisis situations

Hall/Community Development

- Direct and plan programs that promote community, academic, and student development. This includes floor, residence hall, area-wide, and campus-wide programming
- Promote programs that emphasize students' understanding and appreciation of diversity
- Develop programs that support our various learning communities within the residence halls (i.e., honors, international, service, sciences)
- Develop programs to address community related issues
- Coordinate with campus partners within and outside of the Division of Student Affairs

Administrative Responsibilities

- Manage resident check-in, check-out, building closings and openings, damage billing, building access, and key inventory
- Make room/building changes using established procedures with central office staff
- Maintain appraisal of the physical condition of the residence hall and report issues as they arise
- Coordinate with contracted housekeeping services and university maintenance staff the general upkeep of residence hall

Additional Roles

- Serve on a minimum of two departmental committees
- Administer departmental projects or other duties as assigned
- The Residence Life Coordinator is encouraged to belong and contribute to professional associations

Qualifications: Master's degree in higher education, student personnel, or related field. Previous residence life experience and experience with programming, advising helping/counseling, housing administration, and working with special populations is preferred.

Compensation: Full-time, 12 month position. Salary is commensurate with experience and competitive with a starting salary of \$30,000. This is a live-in position with furnished apartment, meal plan and full University benefits. *Note: Effective August 2010, Towson University is a smoke-free campus.*

Towson University is an Equal Opportunity/Affirmative Action Employer and has a strong institutional commitment to diversity. Women, minorities, persons with disabilities and veterans are encouraged to apply.

Revised 1/09