



Job Number: 14225JD

Residence Coordinator

Date Posted: April 26, 2024

WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. We have consistently ranked as one of the top regional universities in the country. We are dedicated and guided by [Mission](#)

SUMMARY

UD is currently seeking a Residence Coordinator (RC) who will supervise and mentor a staff of 6-8 Resident Assistants (RAs) and assist with special projects on campus to build community among residential upperclassmen.

PRIMARY RESPONSIBILITIES

- Residence Coordinator
 - o Hire, train, mentor and supervise Resident Assistants on one side of campus on an on-going basis through one-on-one interactions, weekly staff meetings, and trainings throughout the year.
 - o Assist in retention initiatives through the university's Care Team. Contact, support, and follow up with students of concern on a regular basis.
 - o Assist in the management of residence halls through regular residence hall maintenance checks and through communication with facilities and the housing office.
 - o Participate in on-call rotation, responding to emergency calls from UDPD and residence life staff.
 - o Enforce community standards through adjudication of minor and moderate student conduct cases and community sanctions as needed.
 - o Support community development on assigned side of campus through regular programming with RAs and with individual programming.
- Special Projects
 - o Oversee reimbursement process, assist student leaders and club officers with reimbursements and reconciling cash box throughout the academic year.
- Administration
 - o Perform administrative duties for the Office of Student Affairs including opening and closing residence halls, records maintenance, document creation, website management, and marketing for events.
 - o Build positive rapport with students, staff, and faculty by maintaining availability, visibility, and a genuine, caring attitude.



MINIMUM REQUIREMENTS

- Bachelor's degree
- A valid Texas driver's license and favorable driving record.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)

PREFERRED QUALIFICATIONS

- Master's degree
- Previous higher education student affairs experience and an understanding of the residence hall as a learning environment, as well as the impact of student engagement.
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