

REGIS UNIVERSITY

Office of Residence Life, Housing and Event Services

ANNOUNCEMENT OF PROFESSIONAL OPPORTUNITY

RESIDENCE LIFE COORDINATOR

UNIVERSITY DESCRIPTION

Regis University, founded by the Society of Jesus (Jesuits) in 1877, is a co-educational institution of higher learning of 1,400 full-time traditional undergraduate students located in Denver Colorado. The University also serves 1,200 students in the Rueckert-Hartman School for Health Professions and over 13,000 adult undergraduate and graduate students in the School for Professional Studies.

POSITION DESCRIPTION

The Residence Life Coordinator for Residence Life is a full time, twelve-month live in position in the Office of Residence Life, Housing and Event Services. The Residence Life Coordinator works closely with other professional staff in Residence Life, University Ministry, and Student Activities in the administration and management of a comprehensive residence life and housing program serving Regis University's undergraduate population.

SPECIFIC RESPONSIBILITIES AND DUTIES

- ❖ Responsible for translating the overall philosophy and objective of the University into a meaningful set of programs, activities and services for traditional undergraduate residential students.
- ❖ Provides leadership and administrative processes to departmental programs.
- ❖ Provide support and counsel to the other professional staff members and the Residence Life Staff.
- ❖ Supervises the Senior Staff /Student Life Interns and oversees the student staff in their appropriate residence hall.
- ❖ Serves as liaison to the Peer Ministry Program, Leadership Program and Insignia Program.
- ❖ Adjudicates disciplinary hearings and administers sanctions to students in the disciplinary process.
- ❖ Assists in managing the summer event program.
- ❖ Assists in the training of the student staff, including Resident Assistants (RAs), Peer Ministers, Desk Assistants, summer student staff, interns and student office staff.
- ❖ Ensures consistent maintenance and housekeeping within the residence halls.
- ❖ Oversees housing operations in the appropriate building.
- ❖ Responsible for Residence Life Student Staff selection
- ❖ Assists in the planning and monitoring of hall programming and programming budgets.
- ❖ Assists with outreach to faculty, staff, residential students, and other Student Life departments.
- ❖ Assists in the support and/or advising of Residence Hall Association
- ❖ Responsible for managing and tracking pertinent budgets.
- ❖ Participates in emergency on-call duty coverage.
- ❖ Serves on various Student Life committees as needed.
- ❖ Performs other duties as assigned.

QUALIFICATIONS

This applicant should have a Master's degree (preferred) in student personnel services, higher education, counseling, or a related field, plus at least one year of previous housing experience. Bachelor's Degree plus 1 year professional experience required.

COMPENSATION

This is a twelve-month live-in appointment that requires a 2 year commitment with full University benefits. Salary is commensurate with education and experience. Other benefits include fully furnished apartment, meal plan (when the food service is in operation), cable, data, local phone service and professional development funds.

STARTING DATE June 2008

APPLICATION PROCESS

Application deadline is open until the position is filled. Regis University is an Equal Opportunity Employer. Criminal background investigations required. Submit a resume, cover letter, list of references and academic transcripts to:

Office of Human Resources
Regis University
Mail Stop K-4/3333 Regis Boulevard
Denver, CO 80221
303-458-4161 | 303-964-5498 (fax)