

University of San Francisco
Division of University Life
Office of Residence Life

POSITION TITLE: Complex Coordinator for Loyola Village Student Housing

SUPERVISOR: Associate Director of Residence Life

FTE: 1.0 (12 month position)

GENERAL SCOPE OF POSITION:

The Complex Coordinator for Loyola Village is a live-in senior member of the Office of Residence Life senior staff. The Complex Coordinator is supervised directly by the Associate Director of Residence Life and has the overall responsibility to assist with the development and administration of a comprehensive apartment-style living student residential program that meets the goals of the Division of University Life and the objectives of the Office of Residence Life. Further, the Complex Coordinator assists with department committees as well as the department's outreach and education for students seeking housing accommodations off-campus.

The Complex Coordinator directly supervises 2 graduate student assistants, 5-7 resident advisors, and 1-2 student assistants. The Complex Coordinator is expected to assume leadership responsibilities at the departmental and University levels. These include working with all residence life committees, supervising special projects, and undertaking special assignments. Leadership areas for these committees and special assignments may include staff training, student leadership development, academic initiatives, alcohol/drug education, multicultural education, orientation, health and wellness, and coordination of living learning communities.

ACCOUNTABILITY:

As part of the larger staff in University Life, the Complex Coordinator collaborates and cooperates across divisions and departments to create a supportive University community that encourages student learning and development in the Jesuit Catholic tradition and commits to:

- Promoting a common good that includes the needs of all students
- Engaging differences in a manner that allows students to learn from the diversity of perspectives, experiences and traditions that exist within the University community
- Providing experiences that challenge students to develop spiritually, intellectually, emotionally, physically, socially, culturally and morally in order to prepare them to contribute to the University community
- Drawing out the leadership qualities inherent in every individual, and to providing opportunities for students to apply knowledge and skills
- Creating an environment that supports a socially responsible way of being together in community

- Recognizing and celebrating the achievements and contributions of all students

SPECIFIC DUTIES AND RESPONSIBILITIES:

A. Apartment Life: Student Interaction, Growth, and Development

1. Responsible for being familiar with the principles of community and student development and for actively fostering an environment within the apartment complex that reflects a sense of community. Assume a leadership role in teaching those principles to Resident Advisors, student government, and students. (Supervision of the living area includes all student resident spaces in Loyola Village and other department-operated housing on or around the campus.)
2. Responsible for providing direction to programs focused on personal development, academic achievement, community living, and social interaction. Direction and coordination of apartment activities must be undertaken to develop an environment where resident needs are effectively addressed.
3. Responsible for providing direction to the staff in communicating, interpreting, and administering apartment and University policies and procedures. Assume responsibility for disciplinary record keeping, counseling, and sanctioning. Serve as a judicial hearing officer.
4. Assume responsibility for coordinating the ongoing development of the student government/student advisory board within the apartment living area. Direct staff efforts in seeking out and developing student leaders, and in supporting student government.
5. Work with staff and students to provide opportunities, training experiences, and one-to-one contacts that identify and help to resolve individual problems and conflicts. Assist students in developing skills to address conflicts arising from interaction and confrontations with others.
6. Maintain visibility and availability within the apartments, and initiate informal contacts with students. Role model this behavior for staff members.
7. Initiate and support faculty/student/staff interaction. Assist with faculty involvement efforts in the apartments.
8. In conjunction with the Associate Director of Residence Life for Staff and Programs, the Complex Coordinator is responsible for communicating, interpreting, and administering Residence Life and University policies and procedures.
9. Provide leadership for the production and publication of all outreach and education materials for apartment residents, including handbooks that outline policies and regulations.
10. Coordinates the development a quarterly newsletter for all apartment residents.

B. Apartment Life: Staff Training, Development, and Administration

1. Provide direction to staff efforts in the apartment complex, and work with individual staff members to help them establish and reach objectives. Provide

organization and communication to promote good staff relations, a support system for individual staff members, and a format for the information exchange necessary for the staff to function effectively as a team (e.g., weekly staff meetings).

2. Assume primary responsibility for the supervision, training and evaluation of the Assistant Complex Coordinator (graduate assistant).
3. Serve as a resource person to Resident Advisors and be aware of programs, problems, and individual concerns unique to the floors.
4. Pursue professional self-development, and involvement in professional organizations and other areas within the Division of University Life. Engage apartment staff in on-going development of skills and abilities.
5. Develop and maintain a liaison relationship with the Resident Minister(s) and encourage apartment staff to develop this relationship as well.
6. Develop and monitor a fiscally responsible budget for apartment life community development efforts.

C. Apartment Life: Physical Facilities, Environment, Safety and Security

1. Establish appropriate safety precautions and provide emergency training for staff. Duties include disseminating information, holding regular fire drills, maintaining student awareness of emergency procedures, and coordinating other activities pertinent to residential safety.
2. Maintain records for work orders, repairs and replacement of equipment.
3. Coordinate the opening and closing of the apartments.
4. Coordinate staff duty coverage within the apartments and participate in campus-wide duty coverage, shared with the Hall Directors and Assistant Hall Directors.
5. Establish appropriate expectations for the RA staff with regard to cooperating, supporting and fully communicating with the ABLE staff, Facilities/Plant Services, Food Service & Public Safety to ensure smooth operation of the residence area.
6. In conjunction with the Assistant Director for Operations, Facilities and Marketing, the Complex Coordinator will ensure that apartments are attractive, conducive to academic success, functional, in compliance with codes, and provide a safe and secure environment.

D. Off-Campus Housing

1. Oversee the development and publication (hard copy and/or online) of a comprehensive listing of available apartments in the community around USF.
2. Prepare and present educational workshops to students about off-campus housing issues (e.g., leases, landlord/tenant law, neighbor relations, etc.).
3. Develop a resource library that addresses pertinent off-campus housing issues (e.g., landlord/tenant laws, rent control laws, etc.).
4. Develop and maintain a student interest list including a roommate finder program.
5. Maintain and solicit housing resources and enter data for the off-campus housing database and publishes information on the web.

6. Develop and maintain relationships with apartment locator services.
7. Participate in the orientation of new students concerning housing and community issues in residence halls and off-campus housing.
8. Responsible for positive and productive public relations with the surrounding neighborhood communities.
9. Provide leadership for the production and publication of all outreach and education materials for off-campus residents.
10. Supervise (recruit, hire, train, and evaluate) one or more graduate assistant(s) and/or student assistant(s) to provide peer advisement for off-campus housing searches.

E. Professional Relationships and Development

1. Develop and maintain relationships with faculty, staff, and administration at the University of San Francisco.
2. Research critical issues surrounding apartment-style housing to keep abreast of current trends.
3. Develop a comprehensive database of national and regional housing trends and average housing costs.
4. Participate in regional and international housing officers/student affairs professional organizations including attending workshops and retreats in order to develop new skills and experience and keep abreast of current research in technology, off-campus housing, and higher education administration.
5. Serve on selected department and University committees.
6. Coordinate and advise the Office of Residence Life departmental committees.
7. Other duties as assigned (by the Director of Residence Life and/or Vice President of University Life or designee).

QUALIFICATIONS:

A master's degree in higher education/student personnel or related field is required. Significant professional experience in residence life (minimum of 2-5 years, beyond the graduate assistant level) and at a private institution, including the design, coordination, and evaluation of educationally purposeful activities and leadership programs, as well as supervisory responsibility and budget management are important in the selection of the Complex Coordinator. The candidate must possess strong written and oral communication skills and have a commitment to, and understanding of, a diverse, urban institution. A demonstrated interest in, and a commitment to, the mission of a Jesuit institution are also preferred. Employee must also have demonstrated skills and commitment in the areas of leadership development, supervision, student judicial affairs, apartment/off-campus living and multicultural and alcohol education.

COMPENSATION:

Salary is commensurate with experience. Position is available immediately, with a contract term ending May 31, 2007. Furnished apartment and full meal plan are included. Employees receive full University benefits to include Dental, Health, Life Insurance, TIAA-CREF, and options for tuition remission. Generous professional development

compensation also provided. Contract term may be renewed for a second or third year of employment, pending performance evaluation.

General information about USF employment and benefits is available at <http://www.usfjobs.com>

APPLICATIONS:

Applicants must submit all materials (cover letter, resume, and at least three professional references) online via <http://www.usfjobs.com>

Review of applications will begin immediately; the search process is open until the position is filled. Applicants will be notified in writing when the search process is closed.

Questions about the position may be directed to:

Mr. Ray Quirolgico
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University of San Francisco
2130 Fulton Street; 140 Phelan Hall
San Francisco, CA 94117-1080
phone: 415-422-6824
fax: 415-422-2480
http://www.usfca.edu/residence_life/

(Please do not send original or duplicate applications to this contact: applications will only be accepted online via the website indicated above.)

The University of San Francisco is a Jesuit Catholic university founded in 1855 to educate leaders who will fashion a more humane and just world. Candidates should demonstrate a commitment to work in a culturally diverse environment and to contribute to the mission of the University.

USF is an Equal Opportunity Employer dedicated to affirmative action and to excellence through diversity. The University provides reasonable accommodations to qualified applicants with disabilities upon request.

9/10/06 RQ