



POSITION ANNOUNCEMENT

Job Title: Campus Life Coordinator
Department: Student Affairs
Reports to: Director of Residence Life and Director of Student Life
Shift/Hours: 40 hours per week
Date Prepared: May 17, 2021

SUMMARY:

This position is responsible for assisting the Director of Residence Life in the planning, administration, and assessment of the following areas: programming, staff selection, training, and camps and conferences. Builds a positive relationship with staff, students, and campus partners while enforcing housing policies and responding to crisis type situations. Assists the Director of Student Life in organizing services and providing support for a diverse array of student populations. This position requires the individual to live on campus and be available for on-call, holidays, evening and weekend work when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversees all aspects of residential programming including the purchasing of supplies, the review of proposals, and develops new practices in consultation with the Director of Residence Life.
2. Assists the Director of Residence Life in implementing, developing, and evaluating comprehensive fall, spring, and summer training programs for the Office of Residence Life.
3. Leads institutional compliance efforts related to the Drug Free Schools and Communities Act.
4. Assists the Director of Residence Life and Director of Student Life in the recruitment and selection of various levels of staff.
5. Understands, communicates implements, enforces, and abides by existing University and Residence Hall policies and student conduct procedures and resources while maintaining appropriate confidentiality.
6. Provides oversight, in consultation with the Director of Student Life, of the daily operations of the Center for Students in Transition.
7. Tracks engagement of students and provides necessary support; assists students in connecting with university resources. Collects and analyzes data related to persistence, engagement, and satisfaction.
8. Identifies and builds off-campus partners to enhance the engagement of students.
9. Assists with maintaining a web and social media presence for related areas.
10. Serves on an on-call duty rotation. Contacts and communicates with appropriate personnel.
11. Supports the day-to-day operation of the Office of Residence Life and serves as a backup to the Housing Coordinator and/or Director of Residence Life in their absence.
12. Assists with the creation of, and provides support to, a robust summer camps and conferences program through the Office of Residence Life.
13. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE: Bachelor's degree required. One to three years of experience working with student housing and/or programming is required. Experience working with and ability to communicate effectively with diverse student populations, including learners of all ages, faculty, and staff. Skills in providing support and encouragement for the identified student populations. Experience creating, recruiting, and hosting programming for a diverse array of students. Knowledge of research and literature about adult learners, student development, and retention theories. Working knowledge of Microsoft Office.

TO APPLY: Please complete the application on our website at madonna.edu. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.