Residence Life Coordinator (RLC)  
Reports to: Assistant Director of Residence Life   
Supervises: Senior Resident Advisors (SRA) and Resident Assistant (RA)  
  
The Residence Life Coordinator (RLC) is a live on position responsible for promoting communities that develop and aid in student development and growth, aid in student education and learning, teach responsibility through empowerment, and aim toward student independence for 1790 students residing in apartments and residence halls on campus at Texas A&M University – Corpus Christi.   
  
Responsibilities:  
• Supervise approximately 3 SRAs and 23 RAs including recruitment, training, and evaluation  
• Aid in development and implementation of Fall and Spring training activities   
• Participate in professional staff on call rotation   
• Enforce community and University policies  
• Participate in community wide move in and move out   
• Oversee RA community and educational programming as well as Miramar wide programming.   
• Maintain staff communication through staff meetings, individual meetings and weekly reporting.  
• Serve as mediator for resident and staff conflicts and administer judicial processes for non-student code of conduct related housing policy violations.  
• Assist and participate in Waves of Welcome programming, Island Days, Homecoming, Orientations, Renewals and other important events, which include but are not limited to conducting of tours and answering questions concerning community amenities, policies, rent and procedures   
• Work all scheduled hours in the Camden Miramar office and follow all office protocol, including the Camden dress code  
• Assist with Health and Safety checks in both apartments and residence halls   
• Serve on University Committees as needed   
• Support all aspects of student development and programming on campus, seek out faculty and staff involvement within community and develop opportunities to further enhance the college experience

* Manage a budget of approximately $10,000
* Aid in the facilitation of the Islander Leadership Seminar
* Review Social Media Sites
* Other duties as assigned.

REQUIRED EDUCATION AND TRAINING

Education and Experience

• Bachelor’s degree required Masters preferred

Compensation

• Competitive salary

• Furnished apartment including all utilities, internet, local phone, and cable.

EXPERIENCE AND SPECIALIZED KNOWLEDGE

Position requires a minimum of 1 year experience in residence life.

TYPICAL PHYSICAL DEMANDS

Job is intermittently sedentary, but requires mobility (i.e., climb stairs) to tour, show and inspect apartments on a daily basis. Will use some repetitive motion of hands/wrists in using computer and typewriter. Must have normal range of vision to complete applications, leases and general paperwork; hearing and speech to communicate with residents, vendors, supervisors and coworkers on the telephone or in person on a regular basis. For additional information regarding the physical demands of this position, please see the position’s Physical Demands Analysis, which is available in Public Folders or through the Human Resources Department.

TYPICAL MENTAL DEMANDS

Must be able to read and write in English at the high school level to prepare paperwork, complete reports and interpret instructions. Must have mathematical skills at high school level to calculate prorated rents, add-up deposits, etc. Must be able to apply common sense understanding on a continual basis to determine actions and priorities. Decisions are based on standard operating procedures with few deviations. Will have regular contact with all levels of internal and external customers and therefore must possess excellent interpersonal skills. Must handle stressful, urgent, novel and diverse work situations on a daily basis. Emotional stability and personal maturity are attributes in this position.

ENVIRONMENTAL/WORKING CONDITIONS

Works in a typical office setting with daily exposure to outdoor environment (i.e., heat, cold, damp, rain, etc.) when touring community. Will have minimal exposure to injuries (i.e., chemicals, machinery, lifting, tripping, falling, etc.). Hazards can be minimized with property lifting techniques, MSDS and general safety training.

Will be regularly called upon to work long hours and odd schedules (including weekends).

Position requires periodic travel by automobile to handle work-related activities. May require airline travel, out of town and/or overnight trips.

This job description is not an all-inclusive list of functions and tasks. Job functions may be added, deleted, or modified at any time by your management team. Receipt or possession of this job description does not constitute a contract of employment.