Residence Hall Coordinator

Franklin College is accepting applications for a Residence Hall Coordinator position. This position reports to the Director of Residence Life. Residence Hall Coordinators are full-time, live-in members of the Residence Life professional staff within the Student Affairs division. Residence Hall Coordinators are responsible for administrative functions within their assigned residential area of approximately 130-325 students, supervision of 9-15 student staff members, developing students through intentional programming and community building initiatives, serving on duty for a campus of approximately 1000 students, educating students about Franklin College’s values and Code of Conduct, and the safety and welfare of all residential students.

This position is a twelve month, live-in appointment with evening and weekend work required. Salary commensurate with experience and includes a furnished apartment, basic cable, internet, and a board plan. Cats are allowed for professional staff members (limited to two cats per apartment). The apartment and pet agreement must be signed by all live-in professionals.

Requirements: Bachelor’s degree and a minimum of one year of RA or related Student Affairs experience required. Master’s degree in College Student Personnel or a related field preferred.

Review of applications begins immediately and will continue until the position is filled with a preferred start date of January 2, 2014. Interested candidates should send (via email preferred) a cover letter, resume, current contact information for three references, and transcripts to:

Employee Resources
Franklin College
101 Branigin Boulevard
Franklin IN 46131
employeeresources@franklincollege.edu

Franklin College is an Equal Opportunity Employer. Individuals with the ability to contribute in meaningful ways to the college’s continuing commitment to gender and cultural diversity, pluralism, and individual differences are encouraged to apply.