Residence Hall Coordinator

Franklin College is seeking to fill a Residence Hall Coordinator position. This is a full-time, 12-month, salaried position reporting 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 department at Franklin College. Residence Hall Coordinators are responsible for administrative functions within their assigned residential area, supervision of student staff members, developing students through intentional programming and community building initiatives, serving on an on-call rotation to ensure the safety and welfare of residential students, and educating students about Franklin College’s mission, values, and the Student Code of Conduct.

Departmental Responsibilities:

- Perform all administrative responsibilities in assigned area (see below) including opening and closing the facilities, distributing and collecting keys, completing room condition forms at check in and check out, and working with students seeking room changes.
- Recruit, select, and train thirty Resident Assistants, one Assistant Residence Hall Coordinator, and three house representatives with direct supervision and evaluation of assigned student staff members.
- Attend and participate in regularly scheduled Residence Life staff meetings, Student Affairs division meetings, one-on-one meetings with the Director of Residence Life, and one-on-one meetings with student staff members.
- Serve in the RHC on-call rotation (approximately 10 days/month) for a campus of approximately 1,000 students. RHCs respond to a duty cellphone which should be answered 24/7. They also respond to campus radio calls during the active duty times for RAs.
- Report health or safety concerns and policy violations to the Director of Residence Life.
- Complete 10 to 15 hours in a collateral assignment with another functional area of student affairs.
- Lead a departmental committee made up of student staff members.
- Assist with summer school, camps and conferences, or other projects during the summer.
- Support initiatives and events sponsored by the Division of Student Affairs and the Department of Residence Life including the Franklin College on the Town programming series, Family Weekend, and Six Week Programs.
- Maintain a high level of visibility and approachability on campus by holding regular office hours, attending community events, and developing partnerships with other departments including Security and Physical Facilities.
Departmental Responsibilities (cont’d.)

- Provide advice and counsel for students and appropriately refer them to campus resources.
- Adjudicate cases involving students who may have violated the Student Code of Conduct.
- Coordinate developmental programs with each RA in accordance with the departmental programming model.
- Take on additional responsibilities with special projects related to Residence Life.

Dietz Center/Campus Homes RHC Specific Responsibilities:
- Perform all administrative responsibilities in the residential portion of the Dietz Center (upperclassmen housing, a 107 bed facility) and the Campus Homes (three separate houses, 25 beds combined).
- Supervise six Resident Assistants.
- Oversee the Campus Homes including the selection of themes, regularly meeting and communicating with the 4 House Advisors, and 4 House Representatives.
- As a collateral assignment, serve as the primary advisor for Student Congress and the executive board of this campus organization.

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

Remuneration:
Salary commensurate with education and experience. Excellent benefits package including: health, life, and disability insurance; paid vacation, sick, and holiday time; retirement plan; and full tuition benefits for employees and their family.

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

Franklin College  
Office of Human Resources  
101 Branigin Boulevard  
Franklin IN 46131  
humanresources@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.

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