Residence Life Area Coordinator
Diversity & Inclusion Program Coordinator

Reporting to the Associate Dean of Students and Director of Diversity & Inclusion, the Area/Program Coordinator is a full time, 12-month, salaried-exempt, live-in member of the Residence Life and Diversity & Inclusion teams who reports to the Associate Dean of Students and the Director of Diversity & Inclusion. The Program Coordinator is responsible for developing community in and providing supervision to residential communities as well as partnering with the Center for Diversity & Inclusion (CDI) to coordinate programming and advocacy for under-represented students. The Area/Program Coordinator is a live-in position, supervising a team of Resident Assistants, and shares on-call duty to ensure the safety and well-being of residential students. The Area/Program Coordinator will educate students about Franklin College’s mission, values, and the Student Code of Conduct, and serve as a conduct officer.

Essential Functions

Residence Life Responsibilities include:
- Recruit, select, and train Resident Assistants with direct supervision and evaluation of assigned student staff members.
- Perform all administrative responsibilities in an assigned area including opening and closing the facilities, distributing and collecting keys, completing room condition reports at check in and check out, working with students seeking room changes, tracking community and individual charges for damages and residence hall regulation violations, and managing a hall programming budget.
- Serve in the on-call rotation for a campus of approximately 1,000 full-time students. Members of the Student Development team respond to a duty cellphone that should be answered 24/7.
- Report health and safety concerns and policy violations to the Associate Dean of Students.
- Lead departmental committees such as RA Training, RA Selection, Assessment, or advise RHA.
- Assist with summer operations, camps and conferences, and other projects during the summer.
- Coordinate community development opportunities with each RA in accordance with the departmental community development model.

Diversity & Inclusion Responsibilities include:
- Support initiatives and programming within the Center for Diversity & Inclusion.
- Represent the CDI on committees and work groups at the direction of the Director.
- Manage housing operations and support programming initiatives for Living Learning Communities.
- Coordinate Martin Luther King Day of Service activities.
- Maintain CDI events and activities on Griz Life.
- Manage CDI social media.
- Advise diverse student group(s) as assigned by CDI Director.

General Student Development Responsibilities include:
- Maintain a high level of visibility and approachability on campus by holding regular office hours, attending community events, and developing partnerships with other departments.
- Adjudicate judicial cases involving students who may have violated the Student Code of Conduct.
- Serve on Student Success and/or Behavior Intervention Team as appropriate.
- Provide advice, counsel, and advocacy for students and appropriately refer them to campus resources.
- Other duties as assigned.
Supervisory Responsibility:
General supervision is received from Associate Dean of Students and Director of Diversity & Inclusion. Will exercise supervision over Resident Assistant staff.

Required Qualifications
- Minimum of a Master’s degree required.
- Master’s degree in College Student Personnel Administration, or a related field preferred.
- At least one year of Resident Assistant, Residence Life, or Student Affairs experience required.
- Effective public speaking, training and presentation skills
- Demonstrated positive organizational skills

Remuneration
Salary commensurate with experience, an on-campus apartment, an allotment of dining dollars, and professional development opportunities. Excellent benefits package including: health, life and disability insurance; paid vacation, sick and holiday time; retirement plan; and full tuition benefits for employee and their family.

Application Process
Human Resources will accept applications until the position is filled. It will begin to narrow the candidate pool immediately. Applications should be submitted (MS Word or Adobe PDF) and Click link to apply for position here – Franklin College Staff Application

Contact Human Resources with additional questions.

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