



## Community Coordinator

**Department:** Student Life

**FLSA Status:** Non-Exempt

**Grade/Level:** N/A

**Work Schedule:** Live-In Position; 12 months;  
Weekend and Evening Duty Required on a rotating basis.

**Job Status:** 1.0 FTE

**Reports To:** Director of Residence Life

**Amount of Travel Required:** Less than 10%

**Positions Supervised:** 4-9 Resident Assistants

### **POSITION SUMMARY:**

The Community Coordinator serves as a core member of the Student Life management team. The Coordinator will foster the development of students as individuals and community members and develops a positive and open community by providing close student contact, supervision of student staff and advice to hall council members. The Community Coordinator will enhance the residence hall community through management of administrative functions and facility needs.

### **ESSENTIAL FUNCTIONS (Duties and Responsibilities:)**

#### **Reasonable Accommodations Statement**

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

**Essential Functions Statement(s)** To fully meet job expectations the incumbent must perform each function in a fully acceptable manner.

#### **Student Development**

- establishes a positive and responsible relationship with students;
- provides support and/or referrals for students as needed;
- participates in student intervention as related to academic, social and personal development;
- educates students regarding college policies and procedures as well as state and federal health, fire and safety laws;
- enforces residence hall and campus policies;
- supervises, develops, and evaluates paraprofessional staff;
- assists in the recruitment and selection processes for the entire residence life staff;
- participates in the planning and implementation of student staff training;
- recruits, trains and advises Hall and Community Council members;
- facilitates delivery of intentional educational and social programming for the residence hall and campus communities;
- aids with the implementation of first year student programming and other programming efforts in residence halls;

## **Administrative**

- facilitates opening and closing of halls, including check-in and check-out;
- maintains records regarding room and hall maintenance and inventories with follow-up as needed;
- manages hall occupancy, including room and hall assignments, room changes, maintenance of hall floor charts and rosters;
- organizes data and composes monthly, semester and yearly reports;
- coordinates damage billing records and follow-up;
- communicates staff, resident and community issues with Student Life Office;
- assists with budget supervision and development, replacement and renovation projects;
- carries out supervisory responsibilities in accordance with the college's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work.
- Participates in rotating duty schedule with other Community Coordinators including nights and weekends

## **Summer Conferences**

- assists in the implementation of summer conferences through
  - coordination with summer conference clients including pre-event planning, onsite support, and post event follow up;
  - assists Director of Residence Life in direct supervision of 8 summer conference assistants
  - participates in duty rotation with other Community Coordinators including nights and weekends

**Other Job Function Statement(s)** To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Each Community Coordinator will provide primary support in the coordination of one or more of the following areas and/or related functions based on personal competency or interest:

- **Student Life Program (coordinates the following):**
  - student staff recruitment and selection;
  - staff training, including fall and on-going in-service training;
  - professional staff training, recruitment and selection.
- **Residence Education Program (coordinates the following):**
  - FYI (First Year Information) programming, development and implementation;
  - residence hall programs and subsequent data collection;
  - passive programming materials compilation and distribution;
  - Hall Council recruitment, fall training and on-going, in-service training;
  - serve as liaison between Student Assembly, Hall and Community Councils, and other Community Coordinators.
- **Housing/Facilities Operations (coordinates the following):**
  - opening and closing processes and procedures;
  - room Selection Process;
  - facilities management;
  - departmental operations and documentation including manuals and forms;
  - departmental websites regarding updating of information and style upgrades;
  - departmental assessment and evaluation.
- **External Collateral**
  - Community Coordinators, with approval from the Director of Residence Life and Dean of Students, will be able to hold one volunteer collateral assignment in a functional area of the College outside of Residence Life such as:
    - Diversity, Equity, and Inclusion
    - Career Services
    - Access Services
    - Academic Skills Center
    - Service Station
    - Greek Life
- Performs other duties as assigned.

**POSITION QUALIFICATIONS:** (The **minimum** knowledge , skills, abilities,, licenses , certification and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

**KNOWLEDGE** (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

**Minimum:**

Bachelor's Degree from an accredited four-year college or university

**Desired:**

Master's Degree from an accredited institution

**LICENSE or CERTIFICATION** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.)

**SKILLS** (The **application of knowledge** by the manual, verbal or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to create efficient and accurate: documents, records, files, reports, presentations, or communiques;
- communicate effectively using a variety of styles and techniques appropriate to the audience;
- interpret complex or ambiguous policies, rules, laws, or regulations;
- analyze and solve basic to advanced level problems;
- organize work or assigned projects;
- provide support, mediation and conflict-resolution assistance.

**ABILITIES** (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must have the ability to:

- work evenings and weekends;
- work independently with little supervision;
- balance multiple projects and unstructured tasks within deadlines;
- work under pressure while maintaining a professional demeanor;
- work with all levels of students, employees and or third parties;
- maintain confidentiality regarding sensitive matters;
- acquire and apply new knowledge through personal development, research, on the job experience training or education;
- model high standards of honesty, integrity, trust, and ethical behavior;
- serve as a Student Life Team Member and
  - promote and communicate to the Austin College community the goals, expectations and community standards of the student life program;
  - participate in campus duty rotation with other members of the Student Life staff;
  - develop positive and mature working relationships with other members of the Austin College community;
  - take part in campus wide activities, committees and forums;
  - support the endeavors of other Student Life staff members; and
  - serve as the primary contact as needed for event management.
- maintain valid driver's license;
- maintain regular and consistent attendance;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects.

**PHYSICAL REQUIREMENTS:** The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

**WORK ENVIRONMENT** Typical environment is an office or dormitory setting with moderate to occasional loud noise. May work in other locations on campus to include outdoors.

**DISCLAIMER:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.