

# UNIVERSITY OF DALLAS

Job Number: 10461UD

**Residence Coordinator**

Date Posted: April 26, 2021

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## WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

## JOB DESCRIPTION

UD is currently seeking a Residence Coordinator who will supervise and mentor six to eight Resident Assistants and assist with special projects on campus to build community among residential upperclassmen. This is a 12-month, live on-campus position.

## PRIMARY RESPONSIBILITIES

- Residence Coordinator
  - Hire, train, mentor, and supervise Resident Assistants on one side of campus on an on-going basis through one-on-one interactions.
  - Assist in the management of residence halls through regular residence hall maintenance checks.
  - Participate in on-call rotation and enforce community standards through adjudication of minor conduct manners.
- Special Projects
  - Develop and oversee special projects to build community among residential upperclassmen, including those in the student apartments; projects include service opportunities, recycling, and freshmen mentoring.
  - Remain conscious of campus and national issues and coordinate programming to help students reflect on these issues.
  - Establish strategic and measurable goals for areas of governance, intentionally create environments/programs to facilitate student learning and assesses at regular intervals.
- Administration
  - Perform administrative duties for the Office of Student Affairs including opening and closing residence halls, records maintenance, document creation, website management, and marketing for events.
  - Build positive rapport with students, staff, and faculty by maintaining availability, visibility, and a genuine, caring attitude.

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## MINIMUM REQUIREMENTS

- Bachelor's degree.
- Previous higher education student affairs experience.

## PREFERRED QUALIFICATIONS

- Master's degree in Higher Education or Counseling.
- An understanding of the residence halls as a learning environment as well as the impact of student engagement.
- Experience with Google Suite, eRezLife, and Engage by Campus Labs.

## ADDITIONAL INFORMATION

- Must have a valid Texas driver's license with a favorable driving record.
- Ability to work late evenings and weekends.

## BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**