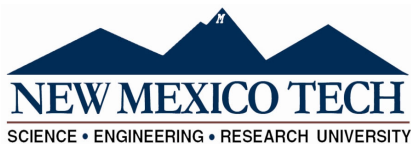


Posted: February 6, 2023



POSITION ANNOUNCEMENT

TITLE: RESIDENTIAL LIFE COORDINATOR, FIRST YEAR EXPERIENCE

DEPT: HOUSING & RESIDENTIAL LIFE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$41,600-\$47,840

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Reporting to the Associate Director for Residential Education (ADRE), the Residential Life Coordinator of First Year Experience (RLC of FYE) will assist in the development, implementation, and assessment of a first-year residential curriculum programming model that focuses on student leadership development and academic success. The goal of the residential experience is to increase student retention while developing cultural competencies. The RLC of FYE will assist in leading all co-curricular aspects of various living-learning communities (LLCs)/affinity spaces, will assist in coordinating academic services within the residence halls, and will assist in all departmental assessment related to academic initiatives. This position works with the Office of Housing & Residential Life's (HRL) Leadership Team to integrate academic initiatives into the student and professional staff training programs. The RLC of FYE will assist HRL staff in on-going assessment practices, program review, and the dissemination/presentation of critical elements related to the mission and strategic plan of the university and HRL. The RLC of FYE will oversee all first-year communities and supervise associated Resident Assistants (RAs). This position will work closely with HRL staff, faculty, and other academic staff. This position is a live on position.

JOB FUNCTIONS:

Residential Hall Leadership & Supervision

- Supports the Mission, Vision, Values of HRL.
- Oversee all aspects of all first-year residential communities and summer housing that include but is not limited to: maintaining building rosters, managing room change processes, managing work orders, managing the programming budget, responding to student concerns, and completing other duties as assigned.
- Assists in setting strategic vision in areas of residential curriculum and assessment for all first-year residential communities.
- Assists in assessing and proposing relevant policies, procedures, and initiatives to create intentional learning environments for all first-year residential students and the promotion of on-going assessment.
- Responds to emergent issues related to HRL student experience.
- Supervises 12 to 14 RAs.
- Conducts weekly staff and 1:1 meetings with RAs.
- Assists in hiring, training, supervision, and evaluation of Resident Assistants.

Residential Curriculum

- Works to facilitate HRL's educational priorities, themes, and associated learning outcomes for the first-year residential experience as it relates to the residential curriculum.
- Plans educational events/programs with associated learning outcomes that align to the first-year residential experience of the residential curriculum.
- Assist RAs in the planning and evaluation of educational/social programs.
- Monitor, reconcile, forecast, and strategically plan for the spending of the first year experience programming budget of approximately \$2,500.
- Assist in monitoring, reconciling, forecasting, and the strategically plan for the spending of the staff training and selection and assessment budget of approximately \$25,000.
- Utilize best practices and data to assist LLC/affinity space staff to develop, enhance, assess, and evaluate their LLC/affinity space to ensure each LLC/affinity space is meeting their desired goals.

- Work collaboratively to promote LLC/affinity spaces and residential curriculum via printed publication, website, recruitment events, social media, etc.
- Assist with training staff (professional and student) assigned to work with LLCs/affinity spaces within the residential curriculum.
- Provide guidance and resources for event planning related to LLC/affinity spaces and general residential curriculum programming as it relates to a first-year student experience/curriculum.
- Develop recognition and awards for academic initiatives.

Assessment

- Assist in the assessment of the first-year experience curriculum.
- Assist in creating a first-year experience curriculum assessment plan that includes the associated learning outcomes, data collection plan, data analysis plan, reporting structure format, and “closing the loop” related to the cycle of assessment.
- Assist in developing surveys and other quantitative data collection efforts; Assist in developing focus groups, interviews, and other qualitative data collection efforts.
- Prepare report documents to showcase appropriate outcomes and data to various stakeholders.
- Assist with the development of marketing and promotion of academic support, LLCs/affinity spaces, and student success initiatives utilizing various sources (brochures, newsletter, email, webpage, social media, etc.).

Academic Intervention & Support

- Collaborate with the Associate Dean of Student Success to support residential student learning in the residence halls (i.e., tutoring in the residence halls).
- Identify collaborative opportunities with other academic support units such as Academic Advising, Career Services, OSL Learning Center, etc. to support students' academic success.
- Identify resources for programs and initiatives that support students' academic success.
- Assist in faculty/staff engagement and involvement in the residence halls.

Recruitment, Selection, & Training

- Assist with student staff recruitment and selection process related to supporting LLCs/affinity spaces and the residential curriculum.
- Assists in coordinating and leading student staff training as it relates to academic initiatives and residential curriculum.
- Collaborate with HRL Leadership Team to develop and facilitate professional staff training as it relates to academic initiatives, residential curriculum, and assessment.
- Promotes professional development opportunities.
- Actively engages in recruitment and hiring new employees.
- Develops and fosters supportive working relationships, motivation, and staff engagement.
- Communicate information to staff on an ongoing basis to influence staff engagement and to be a part of a larger community.
- Adjust leadership style as needed to achieve results.
- Recognizes value of and promotes diverse workforce. Values and encourages diverse perspectives, creativity, and teamwork.

Residential Student Support

- Provides behavioral intervention to students including counseling, mediation, problem solving, policy violations, and referrals of individuals or groups of students regarding personal concerns, academic needs, or policies.
- Serves as a base-level conduct hearing officer within HRL.
- Responds to and supports medical emergencies, safety and security emergencies, and students in crisis as needed.
- Reviews incident reports, follows-up with students involved in documented incidents, determines various levels of behavioral sanctions and enters incident report data into computer records.
- Interprets and counsels students on university policy violations and determines educational sanctions and or responsibilities for policy and behavioral infractions.
- Values and encourages diverse perspectives, creativity, and teamwork.
- Serves in on-call professional staff duty rotation.

Other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's Degree in any area of study. Experience that demonstrates a thorough understanding of academic initiatives including but not limited to LLCs/affinity spaces, student development theory, and residential curriculum programming models. Experience that demonstrates a thorough understanding of assessment including but not limited to Skyfactor, Qualtrics, and NSSE. Well-developed interpersonal communication skills, including oral and written communication. Evidence of ability to work effectively with people from diverse backgrounds and the ability to foster communities that support diversity, equity, and inclusion. Demonstrated experience in use of Microsoft Office and Google.

DESIRED QUALIFICATIONS:

Master's degree in Higher Education Administration or related field. Experience leading or supervising others. Experience and understanding of current research related to academic initiatives including but not limited to LLCs/affinity spaces, student development theory, and residential curriculum. Experience training student and professional staff. Experience with program coordination or project management. Experience providing interpersonal counseling. Experience participating in behavioral interventions.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 3%	Sitting 70%	Walking 15%	Pulling
Pushing	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu