



EASTERN WYOMING COLLEGE

POSITION DUTIES & RESPONSIBILITIES

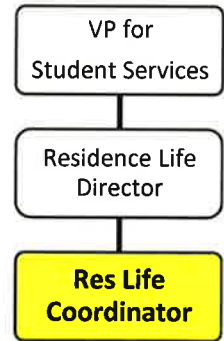
Job Title:	Residence Life Coordinator	Classification:	Academic Coordinator
Department:	Student Services (Res Life)	Duration:	10 months (15Jul-14May)
Primary Location:	Torrington, WY	FLSA Status:	Exempt
Position Number:	345	DBM/Level:	C41

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Residence Life Coordinator is a 10-month (15 July – 14 May), full-time, 40 hours weekly, benefitted, exempt, C41 position located at the Torrington Campus. The Residence Life Coordinator must reside in Eastern Hall during their on-duty period. The position is responsible for providing daily supervision of all Residence Life operations and assists the Residence Life Director in managing and supervising Night Security staff and student Resident Assistants. The Residence Life Coordinator performs student data management, data entry, database maintenance, report writing, and other computer-based or online tasks relating to Residence Life operations. This position oversees mail operations, creates and changes room assignments, and supports resident students with move-in and problem-solving. Strong communication skills are must to meet student, parent, and staff information sharing requirements. This Residence Life Coordinator typically works a 10 days on and four days off work schedule; the on-duty hours are typically 12:00 noon to 8:00 pm.

Organizational Relationship: *Title of position’s supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Residence Life Coordinator is supervised by the Residence Life Director and receives annual performance evaluations after the conclusion of the one year Probationary Period. The second level supervisor is the Student Services Vice President. The supervisory chain is depicted at right.



The Residence Life Coordinator does not formally supervise or evaluate any EWC full-time or part-time employees. The position does supervise the actions and work of part-time Night Security employees, and several EWC-enrolled Resident Assistant students.

Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- Associate’s Degree in Education, Business Management or related field and coursework toward a bachelor’s degree
- Three years’ work experience in managerial position or higher education administrative capacity
- Career proven computer and data entry skills
- Demonstrated initiative and talent to prioritize and manage multiple simultaneous projects
- Strong verbal and written English communications and validated Customer Service skills
- Basic First Aid and CPR certified or willingness/ability to acquire within three months of hire
- Must be able to work independently and within a team environment
- Current and valid state-issued Driver License

Preferred Qualifications:

- Earned bachelor’s degree in Education, Management, or related field
- Bilingual Spanish speaker
- Extensive knowledge of Ellucian by Colleague, MS Office (especially Excel)
- Previous on-campus live-in experience in an employment capacity

Essential Functions: *(To perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **EXEMPT**, i.e., not eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Provide supervision of day-to-day operations of Residence Halls
- Assist Residence Life Director in supervising student Resident Assistants (RA) and Night Security employees
- Input into the Residence Life database and organize all student application data
- Create and maintain application spreadsheets
- Operate Ellucian to input student Meal Plans, Residence Life monetary charges, and generate large database searches as needed
- Create and manage room assignments for all Residence Halls' students (i.e. incoming and returning)
 - Provide ongoing communication with students and parents regarding updates to room assignments and/or changes
- Manage end-of-semester summary information and generate reports
- Create weekly Residence Life Occupancy Reports and submit them to the Residence Life Director or the Student Services Vice President
- Oversee student mail operations
- Aid and provide necessary support to students during the move-in process
- Provide supervisor a weekly summary of assigned duties/tasks accomplished
- Provide supervision of Residence Halls when Residence Life Director is off-duty and when on-duty but absent/off-campus
- Report all Residence Hall Handbook violations to the Residence Life Director
- Submit all student-reported Work Order requests to Physical Plant through the online EWC Maintenance
- Attend all Residence Life meetings
- Aid Residence Life Director as tasked
- Perform all other duties of similar nature or level as assigned

Nonessential Functions: *These are tasks that are marginal, or incidental to the completion of the essential function, or those functions that could be performed by other employees.*

- Moving and carrying equipment, furniture, and supplies
- Providing room access when RAs are present
- Cleaning Residence Halls' common areas, bathrooms, and other public spaces

Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Effective interpersonal communication skills
- Knowledge and ability to perform basic problem-solving
- Knowledge and ability of conflict resolution techniques and methods
- Skills to provide basic customer service
- Demonstrated ability to work as an integral part of the Residence Life and Student Services teams
- Demonstrated ability to prioritize and assign work
- Knowledge and ability to handle a crisis and/or report data in a professional, confidential, and constructive manner
- Ability to work positively with teams/individuals with diverse backgrounds, ethnicities, and interests
- Ability to think critically and communicate effectively with college students, parents, and employees
- Ability to comply and adhere to FERPA requirements

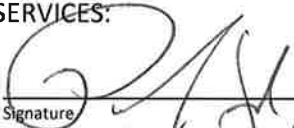
Physical/Mental Demands: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Some travel within the tri-state region (Wyoming, Colorado, Nebraska)
- Early, late, and extensive weekend work
- Moving or carrying equipment, furniture, and supplies
- Ability to deal with periods of high stress caused by multiple, simultaneous crisis/problems
- Occasionally in the public eye when handling customers
- Must be able to continually balance student needs with mission accomplishment while remaining within available resources
- Maintain a positive and professional demeanor even during high stress and confliction situations


RESIDENCE LIFE DIRECTOR:

Signature  _____ Date 8-24-2017

VICE PRESIDENT FOR STUDENT SERVICES:

Signature  _____ Date 8-24-17

PRESIDENT:

Signature  _____ Date 8/24/17

NOTE: This position duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks as assigned by their respective supervisor/manager regardless of job title or routine job duties.

HR Office Processing

PD&R Received		14 August 2017
PD&R Reviewed		15-23 August 2017
PD&R Approved		24 August 2017
Position Duties & Responsibilities Effective Date		1 September 2017
Position Number Assigned/Verified		17 August 2017