

Senior Residential Life Coordinator for Operations Tufts University

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Posted Jun. 21, 2024, set to expire Dec. 31, 2024

Job Title	Senior Residential Life Coordinator for Operations
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Residential Life
Job Website	https://jobs.tufts.edu/jobs/20612?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Residential Life and Learning supports dynamic co-curricular learning and engagement for all undergraduate and graduate students living on campus within the School of Arts & Sciences, the School of Engineering, and the SMFA at Tufts. It partners closely with colleagues across the Student Life division and with other AS&E and University-wide departments on a wide variety of campus programs and initiatives. More specifically the department develops programs and policies that foster community, promote citizenship and provides students with a residential experience that is a significant component of their education at Tufts.

What You'll Do

The Residential Life Operations Coordinator supports the residential operations area of Residential Life including occupancy management, housing systems, and standard operating procedures for a 4,000 bed residential life system spanning two campuses, over

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70 individual buildings, and with over 1.5 million square feet of residential space. The Operations Coordinator will also handle the below duties:

Supervision

- Hires, trains, and supervises student staff to support operational needs, including access management, building and room condition assessment, and daily office management
- Supervises Graduate Assistant(s) assigned to support Residential Operations

Graduate Housing

- Collaborates with Assistant Director for Housing Systems to facilitate the housing selection process for graduate students, including Fletcher students
- Oversees graduate housing communities; facilitates walkthroughs of graduate housing buildings to assess condition of spaces; engages with students to foster a sense of community, address behavior, and provide support and resources

Break Period Housing

- Facilitates summer and break period housing processes for students in collaboration with key campus partners
- Hires, trains, and supervises student staff who support operational needs and the students living in university housing during break periods

Operational Support

- Coordinates university housing room change process, including temporary housing assignments, for undergraduate, graduate, and Fletcher students
- Coordinates move process for students in university housing who take a leave from the university
- Manages Residential Life access lists for Keywatcher, StarRez, and other related systems
- Facilitates the health and safety inspection process and occupancy verification process for all students living in university housing
- Liaises with approved Residential Operations vendors
- Participates in Coordinator-level on call rotation that supports student staff and strategizes response to emergencies as needed

What We're Looking For

Basic Requirements:

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- Knowledge and skills as typically acquired through a Bachelor's degree
- 1-3 years relevant of progressively responsible experience in housing management, residential facilities operations, residential life, administrative management or related fields
- Excellent interpersonal, critical thinking and oral and written communication skills; ability to manage and evaluate competing priorities and juggle multiple tasks to completion
- Flexibility, approachability, and enthusiasm
- High degree of organizational skill and attention to detail, demonstrated ability to systematically manage complex processes with discretion, sound judgment and educational/developmental outlook
- Demonstrated experience with diverse student populations and commitment to inclusiveness
- Ability to live within assigned apartment full-time (12 months)
- Superior interpersonal skills
- Must pass criminal background check

Preferred Qualifications:

- Master's degree
- Experience with student staff supervision

Special Work Schedule Requirements:

This is a live-in, on-site role. This position is expected to work on campus five days/week. The role may/will need to also work occasional nights and weekends.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact