

## Senior Residential Life Coordinator for Operations Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=238020>

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

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

### 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**