

Residence Life Coordinator
Central Oregon Community College

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Downloaded On: Apr. 20, 2025 2:51am

Posted Apr. 16, 2025, set to expire Apr. 30, 2025

Job Title Residence Life Coordinator
Department Housing and Residence Life
Institution Central Oregon Community College
Bend, Oregon

Date Posted Apr. 16, 2025

Application Deadline 04/30/2025
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Residential Life

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Job Description

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Residence Life Coordinator

Position Number: B251PD

Starting Wage/Salary: \$54,000 - \$59,000 plus room/board and exceptional benefits

Close Date: 04/30/2025

Primary Purpose:

The Residence Life Coordinator (RLC) is a 12-month, live-in required, professional staff position within the Housing and Residence Life Office at Central Oregon Community College. The RLC is part of a collaborative team responsible for creating a welcoming, engaging, and dynamic residential living

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environment. The RLC will assume a vital role in the development and growth of the resident students through community living. The RLC works with the Assistant Director in providing leadership and coordination for the implementation and management of a comprehensive student-focused housing and residence life program for resident students. The RLC has direct supervision of Community Assistants (CAs) staff.

Essential Duties and Responsibilities:

Community Assistant Staff Responsibilities:

- Responsible for recruitment, selection and hiring processes for Community Assistants (CA). Hire, train, supervise and evaluate CAs in partnership with Assistant Director; providing on-going leadership and staff development. Conduct regular staff and one-on-one meeting with CAs.
- Coordinate initial fall term and on-going training of CAs based on robust residential and experiential learning model.
- Provide guidance to assist CAs to work through resident concerns. Provide guidance and support to struggling students; identify and address college transition obstacles.
- Oversee CA responsibilities regarding resident conduct. Provide conduct intervention, advising, and referrals to students regarding personal and academic needs and College and Housing procedures.
- Oversee training of and supervise summer student staff in conjunction with the Assistant Director of Housing and Residence Life.

Student Residents and Programming:

- Implement an experiential residence life programming and community development model that meets the needs of a diverse student population, including managing student events and program oversight.
- Facilitate and coordinate with the CAs social, educational, cultural, and academic programs to support a residential experience/community development model. Utilize fiscal and other resources appropriately as related to student programming.
- Maintain visibility and connection with residents by regularly coordinating and attending programs, visiting staff and resident students in the communities, maintaining presence in the campus dining facility and related activities. Identify and implement innovative methods to connect personally with residents while maintaining a professional relationship.
- Promote student rights and responsibilities including resident conduct and conduct reporting.

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Administrative Functions:

- Respond to urgent situations and emergencies, take the appropriate action within policies and procedures and notify appropriate staff to provide additional support when necessary. Serve as the primary on-call administrator at all times.
- Work with the Assistant Director on quarterly resident room inspection, inventory management and related activities, including move-in and move-out operations.
- Participate in workgroup training, advisory committees, college sponsored events, and programs. Facilitate and lead training or like events as assigned.
- Performs other duties as they pertain to this position.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Knowledge of experiential residence life programming and community development model.
- Knowledge of established emergency protocols.
- Knowledge of common software applications such as Microsoft Office suite.
- Possess strong interpersonal skills and be able to effectively and positively communicate with students, staff, and faculty.
- Creative problem solving and event planning skills.
- Ability to spend evening and weekend time with staff and students is required.
- Ability to provide leadership to staff and students in the development of a positive residential experience and living community.
- Ability to handle stressful or potentially volatile situations with tact, diplomacy and good judgment.
- Ability to anticipate potential student issues and assist students in searching for possible solutions.
- Ability to serve as a role model for students and staff members in meeting position responsibilities and expectations, developing a sense of trust between staff and students.
- Ability to coach, motivate and supervise others.
- Ability to work with diverse populations.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.
- Ability to maintain privacy of students safeguarding the confidentiality of information

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Minimum Requirements:

Education

- Bachelors Degree from an accredited institution

Experience

- One year of experience with live-in college/university housing and/or student affairs work experience, including planning and implementing student programming for the collegiate level.
- One year of experience working with college students in a leadership role.

Preferred Qualifications:

Education

- Masters Degree in Student Affairs or a related field.

Experience

- One year or more of supervisory experience.
- Experience working with diverse populations.

To apply, visit <https://jobs.cocc.edu/postings/11230>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and

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equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

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

Contact

Housing and Residence Life
Central Oregon Community College

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