

Residence Life Coordinator - School of Arts and Sciences Tufts University

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Posted Jun. 20, 2025, set to expire Dec. 31, 2025

Job Title	Residence Life Coordinator - School of Arts and Sciences
Department	Residential Life and Learning (RLL)
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 20, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Coordinator
Academic Field(s)	Residential Life
Job Website	https://jobs.tufts.edu/jobs/21988?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

As a department, Residential Life and Learning (RLL) challenges students to pursue transformative growth by offering mentoring relationships, leadership opportunities and individual attention. Our undergraduate student staff members, graduate Assistant Residential Life Coordinators, and the Residential Life Coordinator (RLC) are essential personnel who live among our student population in every residential community on campus and play a critical role in the growth, development, and safety of our students.

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What You'll Do

The Residential Life Coordinator (RLC) is a full-time professional staff member who lives in a community of undergraduate residents and assumes responsibility for managing the day-to-day operation of their assigned residential area, in addition to other departmental responsibilities such as advising and program management. The RLC works closely with departmental leadership to support the Tufts residential community and should have strong interpersonal skills, being flexible, approachable, and enthusiastic. Specific responsibilities include:

- Direct supervision of undergraduate Resident Assistants (RAs) or House Managers (HMs) in supporting communities that foster growth, and developing a living experience that emphasizes ownership for a safe and healthy environment for all of its members
- Advise, support, and guide aspects of the Tufts University residential community, including advising (Hall Councils and/or Fraternity/Sorority Chapters and governance councils) and providing direct support to student leaders
- Respond to crisis and emergency situations, serve in an on-call rotation, and manage student of concern and conduct cases
- Manage programmatic elements of themed communities within wood frame houses and in traditional residential communities, and assist in the development of a robust residential engagement experience
- Support student engagement in the residential community through advising and support of Hall Councils, the Residence Hall Association (RHA), National Residence Hall Honorary (NRHH), and other student leadership initiatives

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree
- Prior experience in residential life, fraternity/sorority life, student activities, or related student affairs areas
- Commitment to advising, mentorship, and guiding students
- Co-curricular experience in educational settings
- Demonstrated experience with diverse student populations and commitment to inclusiveness
- Ability to live within assigned apartment full-time (12 months)

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- Must pass criminal background check

Preferred Qualifications:

- Master's degree preferred
- Experience with student staff supervision preferred

Contact Information

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

Contact

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