

**Residential Community Coordinator
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=230222>

Downloaded On: May. 8, 2024 8:51am

Posted Feb. 6, 2024, set to expire Jun. 7, 2024

Job Title	Residential Community Coordinator
Department	Residence Life
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Feb. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Residential Life
Job Website	https://jobopps.alcorn.edu/postings/6938
Apply By Email	
Job Description	

The Residential Community Coordinator is a full-time, 12 month live in position responsible for the daily operation of assigned residence hall. The Residential Community Coordinator will supervise a residence hall ranging from 90-1200 residents. They will supervise Resident Assistants and other student staff as assigned.

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Knowledge Skills and Abilities

- Must have excellent written and verbal communication skills
- Must have demonstrated leadership skills.
- Must have the ability effectively deliver housing services to a diverse student population
- Ability to provide outstanding Customer Service
- Must have the ability to use personal computers and Microsoft Office software such as Word, Excel, Power Point and Access and Banner
- Must be able to resolve conflict and solve problems

Essential Job Functions

- Supervises and trains residential community staff in the operational procedures, crisis management, health and safety issues and standards of the residential communities.
- Promotes a safe and comfortable living environment for all residents.
- Enforces Residential Life and University policies, rules and regulations in the residential community.
- Reports incidents, injuries/illnesses and policy violations to the Housing Office.
- Conducts daily and weekly building inspections and reports damages through the established forms.
- Plan and facilitate activities to help residents grow and connect.
- Coordinates cleaning and repairs of resident hall with maintenance and custodial supervisors. Provides lock-out and emergency assistance to residents.
- Maintains current and accurate room rosters and condition reports for each resident; ensures proper procedures are followed when residents check in, changes rooms or moves out.
- Conducts new resident orientation and advises students of their right to due process under the University's Judicial Review Process.
- Serve as a referral agent to other campus resources such as the Counseling Center and Academic Center.
- Acts as liaison for students of residential communities at administrative staff meetings to provide student input. Performs other job-related duties as assigned.

Qualifications

Bachelor's Degree (B.A. or B.S.) from an accredited four-year college or university required, with a minimum of (2) years' experience in Residence Life or Student Affairs.

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Contact Information

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

Contact

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