Title: Community Coordinator

Essential Function

Under general supervision the Resident Hall Director, responsible for the management, administration, services, and activities in a residential building/area.

Characteristic Duties

Provides supervision to support staff, resident advisors, and desk staff, in the assigned residential complex; assists in the recruitment, selection, training, and evaluation of all Resident Education and Development staff members;

Shares responsibility for the administration of one or more residence halls; oversees office operation, completes necessary paperwork, and works with Facilities & Maintenance staff, Housekeeping staff, Housing and Food Services, and University of Cincinnati Police Department to ensure safety and security within the designated area;

Works to ensure that all residents feel included and welcome by overseeing community, academic, and personal programs in collaboration with other Resident Education and Development staff and/or university departments; facilitates an awareness and sensitivity in celebration of cultural diversity;

Monitors and approves financial transactions to ensure funds are used properly;

Is knowledgeable of departmental and university policies and ensures that students and staff within their area(s) are aware of policies and procedures within all residential communities and residential dining centers;

Monitors and documents behavioral concerns. May adjudicate instances of university violations in conjunction with the Office of University Judicial Affairs; provides crisis intervention as situations arise. Utilizes on-campus resources to make appropriate referrals to students who need and/or require assistance;

Establishes regular office hours within residential complex; maintains a high level of contact with residents and staff by walking the area on a regular basis;

Actively participates in the Resident Education and Development strategic planning process; serves on departmental and division committees; attends regularly scheduled departmental staff meetings, individual consultations with supervisor/supervisees and facilitates area meetings. Serves on campus-wide duty and/or emergency rotation; assists with Summer Conference Program operation;

Performs other duties as assigned by Resident Hall Director or Assistant Director of Resident Education and Development.

Minimum Qualifications

Bachelor's degree with one (1) year experience; -OR- Associate's degree with three (3) years' experience; -OR- five (5) years' experience; experience must be in residential hall administration, which includes counseling and advising with willingness to live in a residence hall.