Residence Life Coordinator for Academic Initiatives Position Description

Texas Tech University - University Student Housing – Residence Life

General Description
University Student Housing at Texas Tech University Promotes Each Student’s Learning Experience by creating safe, supportive learning environments for academic and personal success. University Student Housing is committed to the total development of the resident within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls.

The Residence Life Coordinator for Academic Initiatives (RLC-AI), as an educator, work with the Assistant Director for Residence Education & Academic Programs in providing direction for academic initiatives, implementing initiatives focused on student learning and academic success, supporting and developing learning communities, developing and implementing the Freshman Interest Group (FIG) program, and supporting student retention through the MAP-Works program. The Residence Life Coordinator provides continuous support to the Freshman Interest Groups and Learning Communities within University Student Housing. As a live-in staff member of University Student Housing, the Residence Life Coordinator is responsible for the development of comfortable living and learning communities that foster academic success in addition to the residential tutoring program. This is achieved by assisting individuals with their personal needs and concerns and supervising student support staff.

Essential Basic Functions
Basic functions or fundamental job responsibilities for the position of Residence Life Coordinator include having the ability to: (1) travel between assigned areas and other departmental facilities; (2) direct and respond to fire alarms and other emergencies; (3) manage the physical conditions of the residence hall facilities; (4) operate a computer system using various types of software applications; (5) ascend and descend multiple flights of stairs, especially in cases of emergencies; (6) operate the established manual University key lock system and University Student Housing access system; and (7) operate a hand held radio.

Basic functions necessary for the position in the area of communications include the ability to: (1) read reports, gather and analyze data and compile information for written reports; (2) prepare written memorandums and documents and compile the numerous forms needed in the daily operation of managing the residence halls; and (3) communicate effectively, both orally and written, with residents, parents, visitors, faculty, and staff. Non-essential job responsibilities include having the ability to operate various types of office equipment including computers, calculators, and copiers.

Responsibilities
The Residence Life Coordinator for Academic Initiatives is responsible for supervising a Graduate Assistant for Residence Education and Academic Programs, coordinating the Residential Tutoring Program along with our learning communities, Freshman Interest Groups, and faculty recognition programs. The Residence Life Coordinator for Academic Initiatives is also responsible for managing the efforts of the campus by providing opportunities for the growth of residents through the encouragement and support of educational and social interactions within each hall and as a total
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residential complex. The Residence Life Coordinator for Academic Initiatives will assist in the development and management of living and learning communities that motivate and inspire students to devote more time and energy to educationally purposeful activities. Responsibilities also include, with the assistance of the Assistant Director(s), the provision of leadership and advisement to the educational curriculum and learning outcomes, assessment, student code of conduct, crisis response, and community programming groups within each hall and complex. The Residence Life Coordinator for Academic Initiatives assists the Assistant Director for Residence Education and Academic Programs to integrate a seamless curriculum between learning communities, Freshman Interest Groups, and the departmental learning outcomes within the curricular and co-curricular setting. The emphasis on developing strong communities and student involvement assist with creating environments that promote and enhance the opportunities for student learning.

The Residence Life Coordinator for Academic Initiatives is a vital member of the residence hall community and the Residence Life Staff. The Residence Life Coordinator for Academic Initiatives is expected to work with the other Coordinators, Managers, Assistant Directors, the Senior Associate Managing Director, the Managing Director of University Student Housing, and other departmental staff with University Student Housing in the development and implementation of learning initiatives for the entire Residence Life program.

The Residence Life Coordinator for Academic Initiatives should work in conjunction with the Assistant Director for Residence Education & Academic Programs and the Senior Associate Managing Director to ensure that these initiatives are aligned with the departmental goals and the university mission. Through collaboration with faculty and staff, the department will create seamless learning environments that assist students in their academic and personal success.

Personnel Supervision of Staff
- Ensure staff understands departmental and university mission/vision and works toward the continued development of learning supportive environments.
- Supervise one-two Graduate Assistant for Residence Education and Academic Programs (GA-REAP)
- Co-supervise all Residential Tutors with the GA-REAP
- Facilitate meetings regularly with supervision area
- Implements training and development opportunities and activities for supervision area
- Provide resources to staff regarding their job responsibilities

Training, Development, and Instruction
- Implement professional and student staff training sessions as necessary for Residential Tutor Program
- Facilitate a departmental CA Development or present to individual staff teams specific to the needs of Community Advisors within the learning communities
- Participate in professional development through training, committee involvement, conference attendance, presentations, and involvement in professional organizations

Academic Support
- Participate in group meetings to discuss opportunities, issues, and strategies to promote student learning with Residence Life professional staff
- Meet monthly with professional staff teams regarding the planning and functions of the learning communities
- Attend learning community stakeholder meetings regularly
- Collaborate with stakeholders (which could include faculty, staff, and paraprofessionals) to develop integrated living/learning experiences for students in our learning environments
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- Assist Assistant Director for Residence Education & Academic Programs in the creation and implementation of new learning communities
- Assist the Assistant Director for Residence Education & Academic Initiatives to ensure academic achievement recognition/incentive programs occur for students, faculty, and stakeholders
- Assist in coordinating faculty recognition/involvement efforts in department
- Assist the Assistant Director for Residence Education & Academic Programs and Residence Life Coordinators in creating new faculty partnerships for FIGS and Learning Communities.
- Work with the Assistant Director for Residence Education and Academic Programs to create a seamless curriculum between Freshman Interest Groups and Residence Hall living initiatives.
- Collaborate with Residence Life staff, as well as other staff and faculty, to identify efforts to increase initiatives focused on student learning

Assessment
- Develop and administer stakeholder assessment initiatives (feedback, satisfaction on experience, focus groups)
- Implement assessment techniques regarding student learning, training experiences, and program initiatives.
- Support approved department or division assessment programs/initiatives
- Interpret assessment data to guide future practice

Administrative Responsibility
- Work in the office from 8:30am – 5:00pm during the academic year
- Manage budget responsibilities within the position as assigned
- Attend meetings as scheduled and required
- Administrative responsibility regarding learning community activity and academic initiatives
- Assist the Manager for Recruitment, Staff Orientation & Education in recruitment processes for Learning Community CA’s and Community Academic Mentors.
- Perform other duties as assigned
- Complete Residence Life Special Projects

Crisis Intervention/Response
- Work with Texas Tech Police Department, Counseling Center, and other agencies on immediate response to incidents in the residence halls
- Exercise sound judgment and ethics to handle situations appropriately

Departmental Committees
- Serve on departmental committee(s) as needed
- Serve on divisional &/or University committee(s) (if available)

On-call Responsibilities
- Serve in on-call rotation with other professional staff members
- Be accessible by department provided cell phone 24-hours per day during one week shift
- Remain within city limits
- Substitute for person on-call if necessary

There will be times throughout the year when the Residence Life Coordinator for Academic Initiatives will be expected to work evenings and weekends. Availability during this time will be determined in conjunction with the other Coordinators, Managers, Assistant Directors, and the Senior Associate Managing Director for Residence Life.

Qualifications
A Bachelor’s Degree is required and candidates must have previous residence hall staff experience. A Master’s Degree is preferred. One to two years of post-Bachelor’s work experience is preferred, but not required. The Residence Life Coordinator position is considered a security sensitive position. Applicants
will be subjected to a police records check and drug test. All candidates will be required to submit academic transcripts to verify education.

The Residence Life Coordinator for Academic Initiatives must be committed to working within an innovative environment that is focused on the education of individuals and groups of college students within a residential setting through the development of cohesive living and learning communities. The Texas Tech University Student Housing Residence Life program is built on a student learning philosophy supporting student involvement in government, residence hall standards, programming, community development, and supportive learning environments.

**Remuneration**
The Residence Life Coordinator for Academic Initiatives position is a 12 month appointment with a salary of $30000 Master’s level (the state of Texas has no state income tax). Staff members accumulate annual leave in addition to the official holidays acknowledged by the University. Residence Life Coordinators are considered professional University personnel and are expected to work during student vacation periods unless personal accrued leave is taken or an official state holiday has been designated. Additional benefits include participation in the Teacher’s Retirement System of Texas, medical and dental insurance programs, and participation in the state agency longevity program after 90 days of employment. Insurance goes into effect after 90 to 120 days depending on when first day of employment falls in the month. Please refer to the following website for more benefit information: www.ers.state.tx.us.

A furnished, air-conditioned, one bedroom apartment within the assigned residence complex is provided at no expense, including utilities, small kitchen unit, local telephone service, internet access, Caller I.D., Call Waiting and basic cable television. A meal plan is provided to Residence Life Coordinators while the dining halls are in service. Reserved parking is available upon the individual purchase of a campus parking permit. Professional development funds are also available. Tuition for three academic credit hours each semester may be provided with the approval of your supervisor. Enrollment in a degree program must be earned for tuition to be waived.

**Affirmative Action & Equal Opportunity (AAEO) Statement**
Texas Tech University is committed to the principle that in no aspect of its programs, shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all