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 Student Development (RLCSD), as an educator, works with the Assistant Director for Student Leadership Development to provide support for student leadership and development for residents living on the Texas Tech campus. The RLC-SD is responsible for the advisement of assigned student leadership groups and associated events, conferences, and training while utilizing effective risk management and assessment practices.

Essential Basic Functions
Essential functions or fundamental job responsibilities for the position of Residence Life Coordinator for Student Development 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, pager and/or cell phone.

Essential 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.

Responsibilities
The Residence Life Coordinator for Student Development is responsible for supervising assigned Leadership Area student staff; supervising executive board members; advising or co-advising such groups as Residence Halls Association (RHA), National Residence Hall Honorary (NRHH), Student Staff Leadership Council (SSLC), Raiders Helping Others (RHO), conference delegations, Carol of Lights committee, and Spring Fling Committee; assisting with the recruitment, selection, and training of student and professional staff; assisting with project and service development; providing opportunities for the growth of residents through the encouragement and support of educational and social programs within the residence halls; providing leadership and advisement in the development of the hall/complex...
Residence Life Coordinator for Student Development

council system; assisting with the professional development of advisors of the other department student organizations; assisting in establishing community standards within the residence halls; and assisting with other duties as assigned. The emphasis on developing strong communities and student involvement assist in creating environments that promote and enhance the opportunities for student learning.

The Residence Life Coordinator for Student Development is expected to work with the Assistant Director for Student Leadership Development, Assistant Directors for Residence Life, the Senior Associate Managing Director, the Managers for Residence Life, and other departmental staff in the development and implementation of management and learning initiatives for the entire University Student Housing operation. Collaboration throughout the department and campus community is vital to the success of this position.

Staff Supervision, Selection, Evaluation, and Recognition
- Assist with the selection and supervision of a summer ACUHO-I Intern
- Supervise a variety of paraprofessionals, which may include various executive board members
- Facilitate weekly meetings with paraprofessionals to discuss progress on goals and opportunities for new initiatives or collaborative projects
- Complete on-going and semester evaluation of paraprofessionals
- Participate in departmental selection processes for professional staff, paraprofessional staff, and student leaders
- Assist in the development of strategic plans for student leadership programs and programs that support the departmental goals and objectives of USH
- Evaluate staff and student leaders each semester
- Support and recognize group and individual achievement

Training and Development
- Participate in campus-wide and area training coordinated by University Student Housing
- Supervise staff efforts/progress based on formal and informal needs assessment and targeted goals
- Develop and implement training for RHA executive board members each semester
- Promote and provide opportunities for growth

Academic Support
- Promote student learning throughout University Student Housing programs
- Work with the Center for Campus Life and other campus partners to ensure implementation of OrgSync among USH student groups

Development of Effective Student Groups
- Serve as primary advisor to the Residence Halls Association (RHA)
- Opportunities to co-advising the National Residence Hall Honor (NRHH, Student Staff Leadership Council (SSLC), and Raiders Helping Others (RHO)
- Co-advising Spring Fling and other RHA standing Committees
- Assist RHA in providing student leadership training each semester for complex councils, student leaders and hall staff
- Advise Council of Presidents and coordinate LOC UP (Leaders on Campus Unlocking Potential) retreat
- Support and promote student leadership and student groups within the residence halls
- Work with assigned student group executive board members
Residence Life Coordinator for Student Development

- Serve as student conference delegation advisor to SWACURH, No Frills, NACURH and others
- Maintain records of RHA and committee finances

Student Discipline

- Provide assistance and support when needed
- Hold staff and student leaders accountable for their actions and decisions
- Confront, document, and report student policy violations

Community Education

- Understand and support the educational curriculum of the department
- Coordinate the Howdy TECHsan program with RHA’s assistance
- Understand and support the community standards model through facilitation of the visitation vote as needed
- Work closely with Hospitality Services, Center for Campus Life, Student Union and Activities, Career Center, Student Counseling Center, Recreational Sports, Raider Assistance Program, faculty members, and other departments on campus to develop educational experiences and leadership opportunities
- Oversee the facilitation and implementation of large scale campus-wide programming efforts, including, Safe Treat, Carol of Lights, Drag Show, and Spring Fling
- Speak informally with students about academic, personal, or community successes, issues, and concerns
- Promote student achievement and initiatives through nominations for departmental, campus, regional, and national awards

Assessment

- Support and administer approved departmental and divisional assessment programs/initiatives
- Facilitate ongoing assessment of programs and initiatives
- Assess student leadership opportunities and impacts in the residence halls

Administrative Responsibilities

- Distribute information to university partners, residence life staff, and student leaders
- Maintain office hours for walk-in appointments and scheduled meetings, with some flexibility regarding nighttime commitments (currently 9:00am-4:30pm)
- Monitor budget responsibilities within the position and student groups as assigned
- Work with the University Student Housing Marketing and IT offices to effectively market and promote student leadership initiatives
- Oversee student organization fundraising efforts and donation requests
- Respond to parent/faculty concerns; refer difficult cases to appropriate personnel
- Attend meetings as scheduled and required
- Perform other duties as assigned

Departmental Committees

- The Residence Life Coordinator for Student Development will serve on at least one departmental committee
- Serve as a member to the Raider Welcome committee, and other university committees as assigned

Crisis Intervention/Response/On Call

- Be available on a call-to-duty status through departmental cell phone whenever residence halls are in operation
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- Work with the Texas Tech Police Department, Student Counseling Center etc. in response to issues and incidents in the residence halls
- Exercise sound judgment and ethics to handle situations appropriately
- Provide support and guidance to professional staff with student and parent concerns
- Serve in staff on-call rotation with other Graduate Students and Coordinators
- Be accessible by cellular phone 24-hours per day during one week on-call shift
- Remain within city limits and have immediate access to a telephone for consultation.

Significant evening and weekend work is required in this position. There will be many times throughout the year when the Residence Life Coordinator for Student Development will be expected to work evenings and weekends.

Qualifications

A Bachelor’s Degree is required and candidates must have previous residence hall staff experience. A Master’s Degree is preferred. At least 1-2 years of post-Bachelor’s work experience is preferred, but not required. The Residence Life Coordinator for Student Development 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 Student Development 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. University Student Housing is built on a student learning philosophy supporting student involvement in government, community standards, programming, community development, and supportive learning environments.

Remuneration

The Residence Life Coordinator for Student Development position is a 12-month appointment with a salary of $32,550 (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. Insurance goes into effect 60 days after employment depending on when the first day of work falls within the month.

A furnished, air-conditioned, one bedroom apartment 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.
Residence Life Coordinator for Student Development

**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.