Adrian College

Position Title: **Residence Life Coordinator**
Work Schedule: Full-time; 12 months; Monday –Friday; some evening and weekend work required

Duties include, but are not limited to:
The successful candidate will:

- Manage the residence life function and supervise the student staff.
- Recruit, hire, train, discipline, and supervise 43 Resident Assistants (RAs) and Graduate Resident Assistants (GRAs), including making recommendations that are given particular weight regarding the hiring, firing, advancement, promotion, or other change of status of these employees.
- Design, implement, and direct comprehensive RA training covering leadership, crisis management, diversity, and community building.
- Allocate, delegate, and assign work to student staff and manage work schedules, including coordinating on-call rotation coverage.
- Conduct regular staff meetings and performance evaluations to ensure accountability and growth.
- Establish and oversee daily operations for 11 residential communities, exercising discretion and independent judgment in resolving complex resident issues and setting community standards.
- Develop, interpret, and implement Residence Life policies, working in collaboration with Facilities and Campus Safety on safety and maintenance protocols.
- Manage major housing-related decisions, including assignments, occupancy reports, and responding to complex, non-routine crises, emergencies, and serious conduct issues within residence halls.
- Formulate, affect, interpret, or implement management policies and operating practices for the department.
- Lead the strategic development of a vibrant and inclusive residential community through intentional programming and student involvement initiatives.
- Partner with campus departments to support academic success, wellness, and belonging within the residence halls.
- Serve as the senior resource for conflict resolution and mediation among residents.
- Manage, plan, and control the departmental budgets, purchasing, and financial records for residence operations, including authority over significant expenditures.
- Exercise discretion and independent judgment in assisting with strategic planning, policy development, and assessment initiatives for Residence Life & Housing.
- Ensure compliance with institutional policies and relevant housing regulations.
- Direct Mailroom Operations: Manage and direct mailroom staff and daily mail operations, ensuring compliance with campus and postal service standards.
- Serve as the Spiritual Life Liaison to the Campus Chaplain.
- Act as Advisor to the Financial Committee (FinCom), overseeing and guiding student leaders in managing budgets and allocating funding.
- Participate in departmental and institutional committees as assigned.
- Any other assigned management tasks by the supervisor.

Minimum requirements:

- Bachelor's degree required
- Minimum of 3 years of professional, full-time experience in student affairs, specifically with

comprehensive responsibilities in Greek Life or Student Activities.
- Demonstrated ability to exercise significant discretion and independent judgment in interpreting and applying complex policies and regulations.
- Exceptional organizational, communication, and strategic planning skills.
- Ability and willingness to work frequent evenings and weekends to perform high- level administrative oversight and incident response.

Physical Requirements:
- **Manual Dexterity:** The "fine motor skills" required to operate a computer, mouse, and phone, or to handle paper files and office equipment.
- **Visual Acuity:** The ability to see and read a computer screen for extended periods
- **Sedentary/Light Lifting:** The ability to lift up to 15 lbs.
- **Reaching & Bending:** Occasionally needing to reach above head level or bend down to access low filing cabinets or plug in computer cables.
- **Noise Levels:** The ability to work in an environment with moderate noise (phones ringing, printers, "open office" chatter).

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:
- Bachelor's degree required; Master's degree in Higher Education, Student Affairs, or related field preferred.
- Minimum 2–3 years of experience in residence life, housing, or student affairs, with demonstrated managerial experience.
- Strong leadership, communication, and executive organizational skills.
- Proven experience supervising a significant number of employees (as defined by the FLSA) and managing substantial budgets.
- Commitment to fostering inclusive and supportive living-learning environments.

Interested individuals should submit a cover letter, resume, job application (AC Application), and salary requirements to Thomas Doney at tdoney@adrian.edu.

Applications will be accepted and reviewed until the position is filled

Adrian College is an Equal Employment Opportunity Employer. If offered a position, the finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

A private, co-educational college of liberal arts and sciences related to the United Methodist Church, Adrian College is a traditional four-year residential institution offering a focused undergraduate and graduate education. The College offers a multitude of majors and pre-professional programs, including certifications, approximately 50 athletic teams, and multiple institutes dedicated to a diverse and personalized approach to education. Adrian College features state-of-the-art facilities, small class sizes, and an innovative approach to the academic and personal growth of its students.

U.S. News & World Report has recognized and ranked Adrian College as a 'Best Regional College for Undergraduate Teaching' and 'Most Innovative'. Adrian also received accolades as a "Best Value" school. The College landed on the list of Best Value schools in the Midwest region for multiple years running and has also been recognized as having 'A Focus on Student Success,' a new section in college rankings. Adrian College is located in Southeast Michigan, about 45 minutes from Ann Arbor and

Toledo.