JOB DESCRIPTION

Community Coordinator

**Definition of Class**
This is a supervisory position in which the incumbent coordinates and supervises the operation of a residential hall community or an apartment area. This is a live-on/in position, which supervises the work of community assistants (CAs), graduate community directors (GCDs), and community desk assistants for a particular residential community or apartment area.

**Examples of Work Performed**
Assigns tasks to community assistants, graduate community directors, and community desk assistants for a particular hall community or apartment area

Conducts and performs evaluations and identifies development opportunities for student staff team members. Assists in planning and conducting departmental training sessions prior to each semester for graduate and student staff

Conducts formal and informal assessments to determine the needs of residents and counsels students on the educational priorities of engaged scholarship and responsible citizenship

Coordinates response and resolution to roommate conflicts and other resident concerns

Assists Area Coordinator in creating community learning plans in order to foster resident connections.

Provides hands on leadership. Participates in regular building tours and conducts health and safety inspections

Ensures proper management of keys for student rooms, common areas, activity areas, and offices, etc.

Builds relationships with custodial and maintenance services to assure physical environment is maintained.

Responds to crisis or concerns, and manages incidents that occur in residential communities

Serves as a hearing officer addressing student conduct for housing and university cases.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists in the supervision of operations of an assigned residential community.

2. Assists in implementing the residential curriculum approach assigned in a residential community.

3. Assists in the hiring, training, evaluation and provides development for community assistants, graduate community directors, and community desk assistants in a residential community setting.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements might be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to talk and hear and reach with hands and arms. The incumbent is periodically required to use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Bachelor's Degree from an accredited four-year college or university.

AND

Experience:
One (1) year of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.