Residential College Coordinator

**Definition of Class**
This is a professional position in which the incumbent coordinates the day-to-day activities and operations of a residential college. The incumbent in this position coordinates scheduling, programming, recreation, and other student activities for the college; serves as an advisor to students, parents, and the university community; and assists faculty in the development and implementation of residential college policies and procedures. The incumbent makes decisions by exercising discretion and independent judgment.

**Examples of Work Performed**
Coordinates scheduling, programming, recreation, and other student activities/programs for the residents of residential college.

Makes recommendations regarding program and facility needs to supervisor.

Assists with the recruitment and selection of residential college residents.

Assists in the development and implementation of residential college policies and procedures.

Works closely with other university departments to ensure effective collaboration.

Responds to individual concerns of parents, students, and interested parties in relation to residential college, personal, and/or academic issues.

Serves as an advisor to students, parents, and the university community.

Advises students on their academic curricula and makes suggestions based on one-on-one interaction with the student.

Refers students to various campus departments for additional assistance.

Plans and coordinates social and academic programs for residential college.

Serves as advisor on various committees.

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. Coordinates the daily activities and operations of a residential college.
2. Serves as an advisor to students, parents, and the university community.
3. Assists in the development and implementation of residential college policies and procedures.
4. Develops, coordinates, and administers various programs for the residents of assigned college.
**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:**
Two (2) years 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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