Residence Area Coordinator

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Professional and Managerial Group

Residence Area Coordinator

Student Housing Services, Student Affairs

3 Positions

Hiring #: 2019-0258

Please read the Application Instructions [1] before applying

Reporting to the Associate Director, Residence Life, the Residence Area Coordinator (RAC) is responsible for several residences that house students in an environment that promotes academic and personal growth. The Area Coordinator will assist in the hiring and training of professional staff and will directly supervise 2-3 Residence Life Manager or 6 Assistant Residence Life Managers. The Area Coordinator is responsible for all aspects of student life within their assigned area. Including; counselling and management of student behaviour, recruitment, training and supervision of student staff; liaison with all the resources required to maintain the quality of student life. Specifically, the incumbent will: oversee the delivery of programs, activities and services; manage alleged violations, ensuring appropriate actions are taken; meet with students of concern and develop support plans with appropriate campus services; and manage various budgets associated with the residence, such as staff hospitality, programming, and portfolio projects. Successful candidates should have experience and competence in the following areas: student development theory; community building; programming; management and supervision of staff; management of student behaviour; staff training and development; budget management and planning.

The Residence Area Coordinator will oversee a major portfolio within Student Housing Services (i.e. hiring, training, performance/coaching, etc), and will participate on several committees, both internal and external to the department.

Requirements for this live-on (with some exceptions) position include: a university degree (master’s degree preferred) along with four (4) years of related management experience in a residence environment, or an equivalent combination of education and experience. Additional requirements include: demonstrated administrative skills; an understanding of life within a post-secondary institution, working and communicating effectively with students; residence living; conflict mediation/resolution; crisis intervention/management; understanding of student development theory and the ability to designate personal time and deal with high stress situations. Candidates must be able to interact with all levels of the university community. Preference will be given to candidates with management experience in residence life. The incumbent will be part of a rotating on-call system for residences.

Position Number 013-089; 013-093; 013-094
Classification P04*

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[2] https://www.uoguelph.ca/hr/system/files/P%26M%20Grid-Oct%2026%2C%202017%20-%20April%2030%2C%202020.pdf