



Rome Resident Coordinator

Job Number: 14226UD

Date Posted: April 16, 2024

by our [Mission](#)

JOB DESCRIPTION

UD is currently seeking a Resident Coordinator for our campus . This position will foster a supportive campus environment that is safe and facilitates the intellectual, moral, social, and spiritual growth of the whole person in the context of the University's mission statement. This individual will be responsible for establishing a vibrant, healthy community life at the Rome Campus. Additionally, this position will manage the general welfare and behavior of students within an assigned area and for overseeing the general administration of the residence hall(s) in that area.

PRIMARY RESPONSIBILITIES

- Serve student needs by providing support, guidance, and general counseling.
- Plan and organize student activities and programs that foster community, academic success, wellness, and diversity within the parameters of the University's Mission.
- Assist and support academic, religious life, extracurricular, and volunteer programs on campus and in Rome.
- Perform teaching assistant duties in support of Rome undergraduate courses.
- Supervise residential life by participating in weekly duty rotation. Serve as an on-call response to dynamic situations.
- Ensure student compliance with community policies.
- Assist with hiring, supervision, and leadership of student workers.



MINIMUM REQUIREMENTS

- Bachelor's degree.
- Experience with activity and entertainment planning, academic programming, bookkeeping, cash management, travel and tour planning; or equivalent combination of education and experience.

ADDITIONAL INFORMATION

- The position is a fulltime appointment.
- Nights, weekends, selected holidays, and on-call shifts may be required.
- May be required to serve on the Irving campus at times when the Rome campus is not fully occupied or in use outside the academic year.
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