

Temple University invites applicants for the **Resident Coordinator** position

SUMMARY OF POSITION:

Since its founding, Temple University has been committed to challenging the status quo. Today, we are an international powerhouse and a top-tier research institution with nearly 40,000 undergraduate, graduate, and professional students and more than 340,000 alumni worldwide.

The Division of Student Affairs (DoSA) serves the primary Temple mission — to deliver a transformative urban university education — and considers the entire Temple campus its classroom. Student Affairs promotes the total well-being of students: their intellectual, emotional, social, and physical development. All staff are expected to contribute to a positive university experience for every student and are accountable to all DoSA Values. The DoSA values are Excellence, Inclusion, Innovation, Integrity, and Respect.

The Department of University Housing & Residential Life (UHRL) offers an experience that enhances the holistic development of residents. Our residential community is centered on a vibrant university campus and city that offers many social and academic resources. UHRL serves a diverse domestic and international undergraduate and graduate student population of approximately 5,000 in residence hall and apartment communities. The work of UHRL's Residential Life pillar is grounded in student development theory that supports the mission of DoSA and Temple University. Residential Life utilizes a residential curriculum approach to cultivate responsible community members by developing inclusive living and learning environments. Through this framework, a defined set of learning goals and outcomes guide the team to stay focused on the established Educational Priority: "As a result of living on campus at Temple University, residents will responsibly impact communities."

Reporting to a Resident Director, the Resident Coordinator (RC) serve as a member of an in-hall leadership team and shares in the development and management of the building community ranging from 200 to 700 students on Temple University's Main campus. The position requires frequent and meaningful interaction with residential students, parents/families, faculty, administrators, and community partners. The RC position has essential functions related to student learning and engagement, staff supervision and leadership, student behavior and incident response, administrative and project management, and other general responsibilities, both for students within the assigned community and in greater service to UHRL, DoSA, and their shared commitment to student success. The RC serves in an on-call capacity and responds to student behavior issues as needed. Performs other duties as assigned.

The Resident Coordinator is a part-time, academic year, live-in appointment.

QUALIFICATIONS:

- Bachelor's Degree
- Matriculated and confirmed Temple University graduate student enrolled in a full-time degree program by the time of employment
- RC staff members must be in good standing with all offices of the University, including but not limited to: University Housing & Residential Life, the Bursar's Office, and the Office of Student Conduct and Community Standards
- RCs must be enrolled and considered at least half-time status by their respective academic program and cannot enroll in more than 12 credit hours per semester
- RCs must maintain a minimum of 3.0 Cumulative/Semester GPA (2.8 for Law School)
- All RCs must be registered for classes and resolve any judicial issues, and academic or financial issues resulting in withdrawal from the University, at least 30 days prior to the start of the semester
- Experience that demonstrates a clear understanding of student and community development and the ability to manage the demands of the position with the demands of their academic requirements.
- Demonstrated commitment and ability to build communities that are inclusive of diverse populations and support students' intellectual, emotional, social, and multicultural development.
- Demonstrated crisis management skills, including problem-solving and critical thinking.
- Demonstrated organizational skills and the ability to work efficiently, independently and in a team.
- Solid interpersonal, oral, and written communication skills.
- The RC role requires high visibility and availability within the community, including for on-call responsibilities and additional evening and weekend work. Therefore, RCs must live in university assigned housing and abide by time off guidelines as outlined in the RC Agreement

An equivalent combination of education and experience may be considered.

BENEFITS AND COMPENSATION:

\$14/hour; Meal Plan; Room Waiver

COMPLIANCE STATEMENT:

In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, University employment policies and regulations, including NCAA regulations for areas and departments which their essential functions cause them to interact.

To obtain additional information about Temple University, please visit our [website](#).

HOW TO APPLY:

To apply for this position and view other opportunities, please log in to your TUPortal and select MyHousing from the TUApplications list. You will need to submit a letter of interest and résumé (please include contact information for 3 professional references) via the online system.

If you have any questions regarding the position, please contact the search committee at research@temple.edu or visit our [website](#). Temple University is an AffirmativeAction/Equal Opportunity Employer with a strong commitment to cultural diversity.