

University of Maine Job Description

TITLE: Community Coordinator

DEPARTMENT: Residence Life

DATE: April 8, 2022

REPORTS TO: Assistant Director of Residence Life

PURPOSE:

The primary functions of The Community Coordinator are to provide supervision and support to graduate and undergraduate student staff members in their assigned complex while managing all aspects of their residential area. Community Coordinators are full-time, live-in staff members who supervise one graduate assistant and up to 16 undergraduate Resident Assistants. Community Coordinators create and manages a comprehensive and engaging campus experience for the residential students in their assigned complex. They foster an environment that supports the academic and personal development of residents in a diverse community. They are expected to blend structured office hours with flexible in-hall time in order to create a schedule that allows them to be available and to have frequent contact with students and student staff members. Community Coordinators serve as a positive role models within the campus community by actively supporting the mission, philosophy, and programs of the entire university. Community Coordinators are expected to exercise creativity, to be highly visible, and be substantially involved in campus life.

Essential Duties & Responsibilities:

- Student Staff Supervision
 - Directly supervises one graduate student and 7-8 undergraduate Resident Assistants.
 - Holds weekly staff meetings and supervisory meetings.
 - Provides indirect supervision to 7-8 Resident Assistants.
 - Participates in the recruitment, hiring, training, performance accountability, and evaluation of all staff in designated area.
- Administrative
 - Follows all University of Maine employee guidelines and policies.
 - Assists Housing Services with approving and facilitating all assignment change requests within assigned area.
 - Performs routine maintenance and safety inspections of the residential area and health and safety checks of student living spaces.
 - Approves, tracks, and purchases materials for all programming done within complex area.
 - Processes and tracks program supply purchases through Concur system.
 - Submits work orders and track completion to insure a well-maintained living environment for our students.
 - Recommends facilities enhancements for the assigned area.
 - Processes correspondence and maintains records through student conduct tracking system.
 - Utilizes calendar sharing and other modes of department-designated technology to support inter-office communication.

- Attends all required trainings, staff meetings, and functions.
- Coordinates and supervises hall openings and hall closings.
- Develops and maintains professional relationships that reflect courtesy, civility, and mutual respect.
- Builds productive relationships with internal and external constituencies.
- Utilizes coaching and mentoring methods which provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.
- Commits to organizational improvement by identifying opportunities to improve, and recommending possible alternatives for a situation.
- Other reasonably related tasks and projects as deemed appropriate by supervisor.
- Student Safety and Crisis Management
 - Participates in on-call rotation to provide coverage for the campus at large.
 - Serves as an initial assessment and referral agent for students of concern.
 - Provides support for students and staff members in crisis situations including suicidality, self-harm, sexual assault, domestic violence, and major mental illness.
 - Interprets and applies protocol in time sensitive situations.
 - Provides guidance for student and professional staff members in emergency situations to include power outages, inclement weather, and other campus emergencies.
- Student Engagement
 - Establishes and maintains positive relationships with students living in the residence hall through personal contacts, meetings, discussions, and referrals to campus resources.
 - Intervenes and engages with students to support the University's retention efforts.
 - Serves as primary student conduct officer of the residence hall; interpret university policy and adjudicate policy violations. Create appropriate and effective sanctions for policy violations.
 - Provides timely follow up related to student referrals and concerns.
 - Mediates roommate and community concerns.
 - Participates regularly in residential life and campus activities.
 - Provides support and leadership to all Living Learning Communities and Themed Housing areas within their assigned complex.
- Program Development
 - Facilitate creative social and educational programs.
 - Maintain an active, visible, and accessible presence within the residential community.
 - Interpret and apply department curriculum for individual staffs.
 - Support departmental assessment efforts, utilizing data to inform community building, programmatic planning, and execution.
- Liaison
 - Communicates effectively and collaborates with key stakeholders including University Police, Counseling Center, Dean of Students, Admissions, Student Wellness Resource Center, Center for Student Involvement, Facilities, and the Title IX Coordinator.
 - Participates in campus initiatives including new student orientations, admission open house events, and Maine Day.
 - Serves on departmental, divisional, and/or university committees.
 - Fields communications from parents and family members of current and incoming students who voice concerns or questions about their student or the university.
 - Acts as an ambassador for the university at all times.

Knowledge & Skill Qualifications:

Required:

- Typically has the education associated with a Master's degree in student development, higher education, student personnel, advising, or related field or an equivalent combination of education and experience.

Preferred:

- A year or more of full-time related experience on a college campus working with students.
- Experience living and working in a residence hall environment.

Work Environment: The Community Coordinator position is highly autonomous and requires self-motivation, initiative, creativity, and ingenuity. Many tasks include broad instructions and require some judgment when completing work in the assigned area. Communication is also important among the professional staff as a whole to provide continuity to the residential students living in all residential areas.

Each Community Coordinator is assigned an office within the complex. The Community Coordinator is expected to create a work schedule that provides accessibility to both students and staff in their area, which should include flexibility for both night and weekend events. As offices and living spaces are in residential buildings, staff members should be prepared for frequent interruptions.

Work Year: Full time, 11-month position. (Month off can be coordinated in consultation with supervisor. Work year typically July 1 through May 31).

Work Schedule: Normal business hours are Monday-Friday, 8:00 a.m. to 4:30 p.m. However, work beyond regular business hours will be necessary in order to complete the requirements of this position. Weekend and evening work will be necessary. The employee shall establish regular office hours, and in consultation with the supervisor, adjust work hours accordingly.

Position Type: On-going, base budgeted.

Schedule of Evaluation: In accordance with the UMPSA agreement.

Job Family/Salary Band: 19/02.

Other compensation: As live-in personnel, Community Coordinators are provided a fully furnished 1-2 bedroom apartment within the residential area in addition to a full meal plan.

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.