



Notice of Vacancy

Student Life and Housing Coordinator

STARTING DATE: On or before January 31, 2021

RANK: Professional Staff – Essential Position

Position Summary

The Student Life and Housing Coordinator (SLHC) is a 12 month live in essential position that is responsible for creating a vibrant campus activities environment while managing an assigned residence hall(s). The SLHC provides leadership and supervision for residential and student life departments and serves as part of the Student Services team with in the Division of Enrollment Management and Student Affairs.

Primary Responsibilities include but are not limited to:

Staff Supervision and Leadership

- Maintain the day -to-day operations and supervision of assigned residence hall(s)
- Participate in the recruitment, selection, ongoing training, supervision, evaluation and regular development of Resident Assistants (RAs)
- Coordinate the processing of housing contracts and student room assignments, student move-in, student check-in, resident consolidation, and roommate mediation
- Provide advisement and support for assigned student groups or organizations including the Student Activities Board (SAB) and Student Government Association (SGA)
- Plan, create, coordinate, or assist with executing some student life programs. Some examples may include new student orientation, student leadership opportunities, educational, social and community service programming, summer camps and conferences, etc and support resident assistant community development that enhances the residence life experience and supports the academic mission of the University
- Communicate and collaborate with various internal departments and external stakeholders to assess and respond to student needs
- Process and respond to maintenance requests, hall facilities issues, and building improvements needs
- Manage/Coordinate needs of Campus COOP

Crisis Response

- This is an Essential Personnel position for the University and the SLHC will participate in the rotating “on-call” system with other professional staff for the residential campus, responding to emergencies on evenings and weekends, including when the University is closed (i.e. Fall, Winter and Spring Break, Holidays, and Summer)
- Use departmental protocol to respond to crisis or emergency situations which includes providing guidance to paraprofessional staff and students, collaboration with other departments and appropriate post crisis management as needed
- Will work with appropriate staff to manage incident response in residence halls including safety, fire emergency response, facility issues, crimes and other student concerns/complaints, policy violations, or other responses

Benefits and Compensation

The compensation package will include a \$27,000-\$32,000 salary (depending on experience), a two or three bedroom (dependent upon residence hall assignment(s)) staff apartment on-campus with a washer and dryer in unit, utilities, a meal plan during the academic year when dining facilities are open, and full university benefits.

Why join us: USAO fosters a diverse environment, encouraging of students, staff and faculty. There are regular professional development opportunities. The campus is located less than an hour away from Oklahoma City, Norman, and Lawton with many networking, development and entertainment opportunities.

QUALIFICATIONS: Required: A bachelor’s degree from an accredited institution; strong organization and customer service skills; the ability to learn and use technology and housing software, the ability to work with diverse constituents; the ability to work on call, evenings and weekends as needed. Residence life or student leadership experience preferred. This position may require lifting and moving of objects.

TO APPLY: Submit letter of application, detailed resume, copies of college transcripts, completed USAO application form and a contact list for three (3) professional references to the Personnel Office, University of Science and Arts of Oklahoma. 1727 W. Alabama, Chickasha, OK 73018-5322. Application review begins January 5, 2021 and will continue until the position is filled. Official transcripts will be required prior to a start date if candidate is selected.

An Affirmative Action/Equal Opportunity Employer

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