Camden Miramar  
Coordinator of Residence Life  
At Texas A&M University – Corpus Christi

**Summary**
Supports the Director of Housing & Residence Life and Assistant Director of Housing in a variety of administrative duties and responsibilities. Coordinates student program activities for Residence Life. Directly supervises Area Coordinator for Apartments and Area Coordinator for Residence Halls and Resident Advisor staff. Responsible for coordinating RA interviewing, selection, training, scheduling, evaluation, follow-up, support, etc. Responsible for resident outreach which includes, but not limited to, low level discipline, programming, community service, follow-up, etc. Responsible for day to day office duties and other assignments as given. Part of the professional staff on-call rotation. Provide RHA / Community Council advisement with advice, direction and resources. Integral part of summer conference housing planning, scheduling and implementation.

**Job Duties**
1. Assists in office operations and functions, including the supervision of full and part-time personnel.
2. Participates in planning, implementing and coordinating short-term operational objectives of the community, and acts as liaison with other offices with the host institution as required.
3. Resides in an on-campus living unit and assumes professional direct/on-call responsibilities as required or assigned.
4. Coordinates activities and operational functions with other Student Affairs offices and university departments.
5. Provides direction and advice to the Community Council and coordinates training for Resident Advisors.
6. Coordinates Resident Advisor class.
7. Acts as the liaison between Community Council and administrative staff in areas that may benefit from student input; documents and interprets student opinion.
8. Enforces residence life and university policies, rules and regulations; assists students in understanding their right to due process through the Judicial Review Process.
9. Maintains records and documentation of residence life activities and prepares reports to assist in the evaluation, planning and promotion of the department.
10. Coordinates or works with committees in the areas of: new student orientation; student retention; judicial boards; selection and training; and, outreach programs.
11. Promotes Community Council and residence life through other campus contacts and activities.
12. Performs other job-related duties as required.

**Job Requirements**

**Education**
Requires a thorough understanding of both theoretical and practical aspects of Student Development. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

**Experience**
Requires a minimum of two (2) years of direct job-related experience.

**Work Complexity**
Requires a general working knowledge of a specific functional area and the ability to apply that knowledge in a structured environment. Work consists of fairly standard procedures and tasks.

**Problem Solving**
Requires the collection or compilation of information or the selection of the appropriate course of action according to routine well-defined methods, procedures or practices. Basic analytical ability is required, as in the comparison of numbers and simple facts in selecting the correct action.
**Supervision**

Involves general scheduling and review of work as a "working supervisor" or lead person over one or more employees doing the same type of work. Work is typically routine but has seasonal elements, and requires general instructions.

**Customer Service**

Acts as the customer's primary point of contact. Provides information to customers

**Environmental Conditions**

*Working Conditions* Work is normally performed in a typical interior work environment which does not frequently subject the employee to unpleasant elements. Periodic outside assignments may occur.

*Physical Effort* Position is physically comfortable; individual has discretion about walking, standing, etc. Occasional lifting of up to 50lbs. Ascending & descending stairs.

*Physical Risk* Work environment involves minimal exposure to physical risks.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.