

University of St. Thomas

Apartment Coordinator Position Description

Job Responsibilities

Community Development

- ◆ Facilitate informational meetings at the beginning of each semester and throughout the school year to discuss community and University expectations
- ◆ Pursue intentional and meaningful relationships with residents on floor
- ◆ Assist students in learning to live with and among others cultivating mature and responsible relationships
- ◆ Create floor bulletin boards throughout the year, specifically designed to the interests to upper-class students
- ◆ Communicate pertinent information to residents and act as liaison between the Residence Life office, the University administration, and Morrison Hall residents
- ◆ Have a working knowledge of the campus and community support services available to the students

Duty coverage and resident assistance

- ◆ Maintain awareness of any physical, behavioral, or psychological changes that may occur in residents
- ◆ Crisis Intervention: to have working knowledge of the proper procedures for responding to behavioral, medical, psychological, and environmental emergencies
- ◆ Understand the philosophy and procedures of the University disciplinary process
- ◆ Confront persons who violate University and/or Residence Life policies and follow up with situations as needed
- ◆ Attend and participate in disciplinary hearings as deemed appropriate by the Area/Hall Director.
- ◆ Apprise other staff members and the Hall Director of behavioral misconduct
- ◆ Be on duty from 8pm to 8am and conduct timely safety rounds within the hall
- ◆ Be available for lock-outs and general resident assistance
- ◆ Serve as liaison between students and Public Safety Officers

Administrative Duties

- ◆ Complete, organize and update Apartment Condition Reports and emergency cards through move in and out processes and room changes
- ◆ Conduct one apartment health and safety inspection per semester with Area/Hall Director and complete follow-up inspections
- ◆ Report work orders and maintenance concerns to building service workers or Area/Hall Director
- ◆ Perform weekly facility/safety checks of kitchens, laundry rooms and common areas
- ◆ Assist in opening and closing of the hall
- ◆ Assist students locked out of their rooms in accordance with set procedures
- ◆ Complete weekly reports as requested by supervisor
- ◆ Assist with EBI survey

Training and Development

- ◆ Attend all training meetings scheduled in the spring semester for newly selected and returning staff members along with the Spring Leadership Institute in April
- ◆ Be present for and actively participate in Residence Life training sessions and Fall Leadership Institute in August
- ◆ Attend and participate in training sessions held during J-Term
- ◆ Attend weekly staff meetings and contact meetings with building supervisor along with staff retreats
- ◆ Recognize one's own limitations in dealing with the problems of others and to know when to seek help and consultations of professional staff members

Eligibility

- ◆ Must maintain a cumulative GPA of 2.50 or above
- ◆ Maintain a full academic load during employment
- ◆ Consult with building supervisor regarding outside commitments (i.e. outside employment, intercollegiate or club sports, or co-curricular activities). Any outside commitments of 10 hours/week or more must be approved by your supervisor.
- ◆ The Residence Life Office may release Apartment Coordinators from their positions as deemed necessary

Contract Information

- ◆ Remuneration includes single room, \$500 flex per semester and \$70 flex during J-term
- ◆ Assist in duty coverage over academic breaks (i.e. Thanksgiving, Christmas, J-Term, Spring Break, and Easter)
- ◆ Fall move-in day for Apartment Coordinators is scheduled in August and will be on contract through May.