

CSP Summer Programs Residence Coordinator Position

Comprehensive Studies Program

How to Apply

www.careers.umich.edu, job opening ID number 166696, available January 2, 2019

A cover letter and list of three professional references are required for consideration for this position and should be attached as part of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position.

Job Summary

The Comprehensive Studies Program (CSP) is a Michigan Learning Community within the College of Literature, Science and the Arts. Each year CSP offers the Summer Bridge Scholars Program and CSP Summer which are designed to facilitate the transition from high school to college. Both programs are offered during the seven-week summer half-term and program participants reside in University housing, enroll in credit-bearing courses, and explore student life at the University of Michigan. The design of the program ensures a high level of participation by the students in the academic life of the university while providing excellent preparation for the fall term.

CSP seeks Residence Coordinators (RC) for the CSP Summer Programs to serve as an active and visible staff member responsible for the development and implementation of a residential life component for a diverse student population of approximately 400 incoming first-year students. The RCs are supervised by the Coordinator of Bridge Programs.

Key Areas of Responsibility

Supervision

- In collaboration with (1-2) co-RC, provide effective leadership and supervision of 18 undergraduate Residential Peer Advisors (PAs)
- Plan and execute training program for Residential Peer Advising staff
- Evaluate Residential Peer Advising staff
- Maintain effective communication among summer program staff
- Lead/attend various staff meetings as appropriate

Community and Student Development

- Foster individual growth and personal development for undergraduate staff and students
- Provide counseling and make referrals as appropriate
- Work closely with the Department of Public Safety, Residence Education, and Facilities to create a safe and secure community
- Supervise and ensure the implementation of community programming efforts
- Assist program staff with social media marketing campaign

Student Conduct and Crisis Management

- Enforce CSP Summer Program(s), Housing, and Administrative policies
- Provide support to the in-hall judicial officer for policy violations
- Respond to residence hall and after hour emergencies
- Provide on-call responsibilities, including nights, weekends, and holidays

Administrative and Departmental Responsibilities

- Complete Residence Coordinator training program
- Committee work and special areas of assignment as dictated by program needs
- Collaborate with other departments on campus
- Maintain in-hall programming budget
- Other program duties as assigned

Required Qualifications

Bachelor's degree from an accredited four-year college or university required. Two years experience in student services/affairs program, residence education or related field. Experienced lead worker, supervisory experience or experience supervising the work of others.

Candidates must possess strong leadership, excellent oral and written communication skills with the ability to read, analyze, and interpret documents. The RC must have the ability to effectively speak with diplomacy when interacting with diverse populations (i.e. students, faculty, staff, parents and visitors in the college community). Must have cogent experience working and interacting with college students. Must have experience in living-learning initiatives or special-interest housing opportunities that emphasize academic objectives.

Desired Qualifications

Master's degree (or program in progress) strongly preferred.

Work Schedule

Full time flexible work schedule comprised of scheduled office hours and on-duty/on-call requirements as dictated by program needs. The RC must be available by department-provided cell phone 24 hours a day to provide first-line crisis intervention and emergency response.

Additional Information

This is a temporary full-time and live-in administrative staff position. Residence Coordinators can expect to earn approximately \$7,000 (pre-tax) based on an hourly rate of \$13.46/hr and approximately 40 hours per week. Housing accommodations and a meal plan is also included. Employment for this position begins May 21, 2019 and ends August 20, 2019.

Please direct any questions to csp-bridge@umich.edu.

