**Coordinator for Student Engagement & Residence Life**

Full Time Regular Professional

Lakewood, NJ, US

This is a full-time position under the general supervision of the Dean of Students and is a 12-month live-in position. The Coordinator of Student Engagement and Residence Life plays a pivotal role in fostering a vibrant and inclusive campus community. This multifaceted position oversees both the dynamic realm of student engagement, including programming, leadership development, and collaboration with campus organizations, as well as the essential responsibilities of managing residence hall operations, on call crisis response, and resident support. With a strong commitment to the core values of respect, compassion, integrity, justice, and service, this role ensures an integrated student experience, promoting holistic growth and well-being while contributing to the overall success of our university's student body. This position will have dual offices related to both student engagement and residence life.

**Essential Functions:**

* Serve as the primary point of contact for departmental programming initiatives.
* Manage housing rosters, oversee key distribution for all halls, and supervise the student check-in and check-out processes during breaks.
* Advocate for the quality management of residence hall facilities by promptly reporting maintenance issues to Facilities.
* Conduct regular building tours and room inspections to assess maintenance and housekeeping needs.
* Assess the interests and needs of the resident community and respond appropriately.
* Be readily available to students to address concerns, questions, or issues while maintaining confidentiality.
* Assist in problem-solving, crisis prevention/intervention, and referral to appropriate university resources.
* Provide support to on-call Graduate Hall Directors during nights and weekends as needed.
* Promote and embody the core values of respect, compassion, integrity, justice, and service in all interactions.
* Collaborate with various university divisions by serving on Division-wide committees to enhance communication and disseminate relevant information.
* Participate in University and Residence Life functions, including orientation, move-in and move-out, housing lottery, and Resident Assistant (RA) selection and training.
* Recruit, train, and manage the Campus Activities Board (CAB); collaborate closely with CAB to establish a comprehensive student activities program that enriches the campus experience.
* Plan and execute leadership retreats during the fall and spring semesters.
* Organize and implement Welcome Back Week events in coordination with CAB and Residence Life.
* Develop consistent weekend programming targeting resident students in collaboration with Residence Life.
* Coordinate activity calendars for CAB, Student Life, Student Government Association (SGA), Residence Life, and Recreational Sports.
* Oversee and implement Intramural Sports.
* Lead and oversee campus-wide social, cultural, and educational programming that supports the intellectual, personal, and social development of all students.
* Initiate, implement, and coordinate activities, programs, and services that promote student involvement, engagement, and leadership development.
* Collaborate closely with Graduate Assistants to promote and develop high-quality leadership programs (e.g., Leadership Day, Student Life Leadership Banquet).
* Manage budgets for student activities, ensuring responsible fiscal management.
* Provide professional development opportunities to the Campus Activities Board and club leaders through affiliations with organizations like NACA and APCA.
* Assist in the coordination of campus events sponsored by other university departments.
* Collaborate with the Associate Director of Campus Life to facilitate the selection and training of orientation leaders/peer mentors.
* Contribute to the planning of New Student Orientation and Blue & Gold Day Programs in both the fall and spring semesters.
* Foster an integrated student experience by proactively collaborating with Academics, Athletics, Residence Life, Student Leadership & Engagement, and other administrative units across campus.
* Coordinate various operational areas including the housing lottery, and assist with RA selection and training, among others.
* Perform other duties as assigned.

**Qualifications:**

* Bachelor’s degree required; Master’s preferred.
* At least two years of experience or related work experience in campus programming or Graduate work in Student Activities.
* Familiarity with current educational trends, politics of thought, protocols, and student programs; working knowledge of faculty involvement, student development, programmatic assessment, challenges and opportunities associated with student engagement, retention and persistence.
* Strong planning and organizational skills are essential.
* Must be able to handle multiple tasks simultaneously while prioritizing according to time constraints and need.
* Required flexible evening and weekend hours.
* Strong self-starter and team player.
* Ability to work with students from diverse backgrounds and people with a wide variety of personalities.
* Proficiency in modern office equipment and computer software (Microsoft Office, Email, Internet), and database management.
* Physical Demands:  Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light objects; work is performed in an office and on campus grounds.

**\*\*MUST BE US WORK AUTHORIZED\*\***