

**The Office of Residence Life**  
seeks applicants for 2019-2020  
**HOUSING COORDINATOR POSITION**

The Housing Coordinator is a part time (25 hours per week), ten month, live-in, graduate level paraprofessional and a member of the Office of Residence Life.

**The Housing Coordinator:**

- ❑ maintains 20 office hours a week in the Student Affairs suite
- ❑ participates in an on-call duty rotation during the week and on weekends for after-hours emergency response – including, but not limited to, taking students to the hospital, mediations, conflict resolutions and crisis management
- ❑ assists with training, selection and other major functions within Residence Life
- ❑ Chairs the Recognition Committee and helps manages the Coca Cola grant fund
- ❑ manages the department email's account and the Director's calendar
- ❑ attends programs
- ❑ facilitates roommate mediations and student conflicts
- ❑ must attend required Divisional and Departmental meetings and events
- ❑ serves as the Off-Campus Housing coordinator
- ❑ assists with other duties as assigned
- ❑ lives on campus in your assigned residence hall room

**Qualifications:**

- Very strong administrative, communication, social media and customer service skills
- Must have an understanding of community building and diversity
- Must be able to:
  - help the department meet the needs of and engage students from traditionally under-represented populations
  - show initiative, multi-task, prioritize and meet all deadlines in an organized and systematic way
  - develop presentations and write detailed reports
- The Housing Coordinator must have full-time graduate student status at Sarah Lawrence College for the 2019-20 academic year and be in good academic and social standing throughout their tenure in the position. At the time of application, candidates cannot be on housing probation or have a No Contact Order issued against them. Students in the following programs are not eligible for this position: Dance Movement Therapy, Art of Teaching and Genetics.

**Compensation and period of employment:** Compensation package values approximately \$16,450.00 (package includes: a \$4,500 stipend, on-campus housing with a small meal plan and parking). Contract begins August 9, 2019 & terminates May 20, 2020.

To apply, please submit one PDF document that includes a resume and cover letter discussing how you meet the above qualifications and which position/s you are interested in by **April 12<sup>th</sup>, 2019 for current SLC students and**

**June 12<sup>th</sup>, 2019 for new SLC students to:**

Myra M. McPhee, Director of Residence Life [reslife@sarahlawrence.edu](mailto:reslife@sarahlawrence.edu)

Please note: only candidates who are offered an interview will be contacted.