



**JOB CODE: SA/CLH02**

## **Job Description**

Job Title: Coordinator of Campus Life and Housing  
FLSA Status: Exempt  
Grade: 30  
Department: Housing and Campus Life  
Reports to: Director of Campus Life and Housing

## **Job Summary**

The Coordinator of Campus Life is a live-in member of the Campus Life and Housing professional staff and is responsible for assisting with the rotation, emergency response, development, implementation, and coordination of the total residence life experience. The coordinator will also assist in the development of a robust diversity/equity/inclusion program for all students. Duties include assisting Campus Life and Housing department with the entire residential program and providing leadership to assigned positions. Additional responsibilities may include the development of leadership initiatives on campus and co-advising the Student Senate on campus.

## **Essential Duties and Responsibilities**

- Respond during emergency or crisis situations in residence halls
- Assist the Director of Campus Life and Housing with resident assistant coordination and scheduling
- Conduct and participate in student conduct meetings
- Assist with the opening and closing of the residence halls.
- Participate in evening and weekend duty coverage on a rotational basis with other designated professional staff.
- Participate in on-call/emergency evaluations
- Participate in CARE (Campus Assessment, Response, Evaluation) Team.
- Conduct Title IX investigations and write corresponding reports and/or act in the capacity of an advisor, investigator, conduct hearing officer, or hearing board member as needed.
- Coordinate and implement regular campus programs and activities including diversity programming and student health programs
- Provide leadership to student group: Student Activities Board
- Coordinate contracts with outside agents and community vendors
- Manage student activities budget
- Provide support to athletic events to engage students and increase participation
- Assist in the development of student learning outcomes and measurement
- Develop and provide ongoing reports
- Co-advise Student Senate
- Assist with training, onboarding, and development of Student Senate members
- Assist with campus/community wide leadership initiatives
- Provide leadership and mentorship to student workers in Campus Life and Housing and Resident Assistance
- Advise and refer individual students on a wide range of academic and personal matters as

- appropriate
- Supervise and coordinate a variety of on-going and special programs and events
- Participate in relevant committee assignments
- Assist with publications and advertisements
- Other duties as assigned

### **Knowledge, Skills, and Abilities Required by the Position**

- Working knowledge of Microsoft Office
- Must be organized and able to multitask
- Must be willing to work in a team environment
- Demonstrated ability to work with a wide variety of college personnel
- Ability to remain competent and current through professional development
- Ability to communicate effectively, both orally and in writing
- Ability to work with students, both individually and in a group
- Ability to be innovative, detail-orientated, and self-disciplined
- Ability to live on campus, working evenings and weekends

### **Working Conditions/Physical Requirements**

- Physical requirements include climbing stairs, standing, stooping, and sitting for periods of time
- May be exposed to indoor and outdoor conditions
- May be required to set up various equipment
- Non-traditional work schedule that includes evenings, weekends, and on-call

### **Supervisory and Management Responsibility**

- None

### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university
- Master's degree, preferred
- One year of experience in college student housing, preferred
- Experience in Title IX, preferred

**HOW TO APPLY:** Visit [www.GilletteCollege.org](http://www.GilletteCollege.org) or email your resume, GCCD application, and cover letter to [Dsanders@gillettecollege.org](mailto:Dsanders@gillettecollege.org)

### **Equal Opportunity and Affirmative Action Employer**

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