



## HOUSING & RESIDENCE LIFE

*The UNIVERSITY of OKLAHOMA*

Job Code 8192

Job Title

Residence Life Coordinator

Salary Grade

So8

### **ESSENTIAL DUTIES**

Provides leadership and supervision for residents living in campus housing. Reporting directly to the Assistant Director for Residence Life, the RLC will oversee the operations of a residential housing facility. This is a full-time, live-in position requiring active participation in the development of community culture, student support, and crisis management within the residential area.

- Leads and mentors assigned Resident Advisors (RAs) and Graduate Resident Directors (GRDs), providing ongoing coaching and leadership to ensure professional development and performance excellence
- Ensures residents comply with university policies and housing contracts by addressing misconduct violations, reporting incidents, and serving as a hearing officer in collaboration with Student Conduct.
- Serves as an initial point of contact for resident support, providing mediation, resolving student concerns, and connecting students with resources to support their holistic well-being.
- Develops and administer procedures including accounting, purchasing, and payroll
- Maintains and create accurate records, reports, and compliance with state, federal, and local regulations
- (student files, inventory, emergency protocols, security reports, Fair Housing Act, Clery Act, Title IX, etc.)
- Plans, implements, and evaluates student programs and initiatives for residence life this includes securing resources, staff, and marketing materials
- Implements campus, divisional, and department priorities, focusing on community, student development, and academic success this includes creating inclusive and engaged residential community programs
- Provides regular updates to institutional leadership on housing activities
- Coordinates and delivers centralized training to student and professional staff



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- Cultivates and maintains effective working relationships with Facilities, Public Safety and Emergency Management, Counseling and Psychological Services, and other Student Affairs and Campus Life, and College offices
- Triage and responds to emergency or student conduct situations according to established policies and procedures in partnership with emergency personnel and law enforcement if necessary
- Participates in an on-call duty rotation and severe weather coordinator
- Builds relationships with students and fosters a residential community that promotes engagement, personal development, and connection.
- Works with the housing assignments team to support the efficient operation of residence halls, including coordinating room changes and overseeing the opening and closing of residential facilities.
- Collaborates with the facilities team to address maintenance needs, support facility operations, and foster a safe and accessible living environment for students.
- Perform other duties as assigned

### **WORKING CONDITIONS**

- This is a live-in position, requiring the RLC to reside within the assigned residential area.
- Available for on-call duty during evenings, weekends, and holidays to address student crises or emergencies in a timely and professional manner
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions

### **EXPERIENCE**

3 years of experience in student affairs, residential life, or other related areas

### **EDUCATION**

Bachelor's Degree required from an accredited university

Master's degree preferred

### **KNOWLEDGE, SKILLS & ABILITIES**

- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Ability to work flexible hours as required by the demands of the position.



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- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies, students, faculty, and staff orally and in writing
- Ability to mentor, train, and develop junior level employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of academic standards governing student probation, suspension, and/or expulsion.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Ability to establish, direct and enforce policies and regulations which pertain to campus life and to student and staff development
- Proficiency in Microsoft office
- Ability to work independently and with a team.
- Ability to solve problems and foster a cooperative work environment.
- Knowledge of crisis intervention techniques and conflict resolution and/or mediation skills.
- Ability to react calmly and effectively in emergency situations