2019 M-STEM ACADEMIES STUDENT LIFE COORDINATOR

Job Description
The Student Life Coordinator is directly responsible for the development, implementation, monitoring, and evaluation of all Student Life activities for the M-STEM Academies Summer Program.

Qualifications and Requirements
• Bachelor’s degree (or near completion) in STEM, education, counseling, psychology, sociology, social work, or other related fields.
• Full-time residential living in the residence hall for the duration of the program (Jun. 20 – Aug. 11).
• Highly developed organizational, administrative, and communication skills.
• Knowledgeable in handling crisis situations and medical emergency situations within the residence hall.
• Experience in supervising personnel.
• Ability to be flexible as unforeseen events arise and to accept and complete tasks as they arise at the management team level.

Desired Qualifications
• Prior experience in managing residence hall activities and residence hall staff on UM campus.
• Possession of a valid driver’s license as there may be instances when program staff transport participants in program vehicles.

Duties and Responsibilities
1. Staff Training
   a. Develop and implement initial training of Student Life staff and collaborate with M-STEM Management Team to develop and implement training for all staff.
   b. Lead Student Life Facilitator meetings throughout the Summer Program duration.

2. Residence Hall Procedures and Guidelines
   a. Collaborate with the Management Team to document all residence hall procedures and guidelines to be in effect for the duration of the Summer Program.
   b. Serve as the liaison to the UM Housing staff to plan, schedule, and implement the process of housing program participants and staff.
   c. Establish procedures for monitoring and enforcing residence hall guidelines.
   d. Produce and disseminate information to M-STEM staff and participants relative to residence hall guidelines.
3. Managing Residence Hall Activities during M-STEM Academies Summer Program
   a. Supervise up to 12 Student Life Facilitators in their roles of implementing residence hall procedures and enforcing residence hall guidelines.
   b. Maintain appropriate knowledge, supervision, and control of room use and changes.
   c. Maintain residence hall conditions conducive to academic and personal development of all participants.
   d. Monitor the overall security of the residence hall.
   e. Handle arrangements for participants with documented special needs.
   f. Manage residence hall situations involving conflict resolution, maladjusted or inappropriate behavior among participants.
   g. Manage the prudent and expeditious handling of medical emergencies and physical failures of participants within the residence hall.
   h. Respond to crisis situations in the residence hall.
   i. Monitor M-STEM program activities within the residence hall.

**Supervision Received**
The Student Life Coordinator reports directly to the M-STEM Academies Director.

**Supervision Exercised**
The Student Life Coordinator jointly supervises Student Life Facilitators along with the M-STEM Activities Coordinator.

**Term of Employment**
- May 6 – May 24: ~20-25 hours/week
- May 27 - August 11: 40 hours/week

**Compensation**
$19/hour – including room & board from June 20 – August 11