

2021 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. 14 – Aug. 8).
- 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.
- Must adhere and comply with all University, State and County COVID-19 regulations.

Desired Qualifications and Requirements

- Prior experience in managing residence hall activities and residence hall staff on UM campus.
- Possession of a valid driver's license (preferred).

Duties and Responsibilities

- A. Training of Student Life Facilitators
 1. Develop and implement initial training of student life staff.
 2. Conduct regular student life training meetings throughout the M-STEM Academies Summer Program duration.
- B. Assisting with Development of Residence Hall Procedures and Rules
 1. Collaborate with the Management Team to plan and schedule administrative procedures relative to housing participants.
 2. Establish procedures for monitoring and enforcing residence hall rules.
 3. Produce and disseminate information to M-STEM staff and participants relative to residence hall rules and regulations.
- C. Managing Residence Hall Activities during M-STEM Academies Summer Program
 1. Supervise up to 12 Student Life Facilitators in their roles of implementing residence hall procedures and enforcing residence hall rules.
 2. Maintain appropriate knowledge, supervision, and control of room use and changes.
 3. Maintain residence hall conditions conducive to academic and personal development of all participants.
 4. Monitor the overall security of the residence hall.
 5. Handle arrangements for participants with documented special needs.
 6. Manage residence hall situations involving conflict resolution, maladjusted or inappropriate behavior among participants.
 7. Manage the prudent and expeditious handling of medical emergencies and physical failures of participants within the residence hall.
 8. Respond to crisis situations in the residence hall.
 9. Monitor M-STEM activities within the residence hall.

Supervision Received

The Student Life Coordinator reports directly to the M-Engin and M-Sci Academy Summer Program Directors.

Supervision Exercised

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

Term of Employment

May 3 rd – May 21 st	20-25 hours/week
May 24 th – August 8 th	40 hours/week

Compensation

\$20.00/hour – including room & board from June 14 – August 8