



Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Resident Coordinator

Classification: Exempt

Reports To: Interim Dean of Students and Director of Student Life

Job Summary/Objective: To provide leadership and supervision to the paraprofessional student staff within the assigned residence halls, promoting an engaging living/learning environment - one that is conducive to academic achievement and personal development; administering programmatic endeavors; and sharing and supporting the College's commitment to civility, diversity and acceptance of a global perspective.

Position Type/Expected Work Hours: Part time, hours will vary – flexibility for evening and weekend hours required. On campus residency is required.

Supervisory Responsibilities:

- Will supervise all Resident Assistants, including their selection, training and evaluation; may supervise other students or student workers as needed

Essential Responsibilities:

- Oversee and directly co-supervise paraprofessional student staff (RAs), to include training, assessment, goal setting, programmatic endeavors, and compliance with policies and procedures
- Participate in the after-hours on call system and responsibilities on a scheduled basis
- Assist with managing the room selection processes, and opening and closing procedures
- Respond to crisis management situations
- Develop and maintain awareness for community issues
- Anticipate and promote educational, cultural, social, recreational and service programs
- Establish and maintain communication with students through individual contact, meetings and discussions
- Serve as mediator/facilitator when necessary to provide resolutions for conflicts

- Fulfill the role of facility manager which may include room checks, collaboration with housekeeping, maintenance and work order submission
- Submit requested reports as needed; document through incident reports
- Coordinate the completion of roommate/community agreements
- Cultivate relationships with other offices such as Physical Plant, Campus Safety, Dining Services, etc.
- Actively participate as a member of the Student Life team
- Other duties as assigned by supervisor or designee

Required Qualifications:

- Bachelor's degree or equivalent combination of education and experience
- Excellent interpersonal and communication skills – written and verbal
- Program implementation and collaboration with a diverse population
- Prior leadership or supervisory experience
- Ability to maintain strict levels of confidentiality

Preferred Qualifications:

- Previous experience in a higher education capacity, either in student/residence life or similar collegiate housing environment

Work Environment: Primarily indoors in a residence hall , although outdoor work may also be required.

Physical Demands: Ability to lift 25+ lbs; extended periods of sitting, standing, or working at a computer may be required.

Travel: N/A

Deadline for Submission: Review of applications will begin immediately and continue until filled.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: If applying for a faculty or staff position, please submit a [Sweet Briar College employment application](#), cover letter, résumé and three professional references to rescoord@sbcc.edu.