

POSITION ANNOUNCEMENT

Bethany College

Lindsborg, Kansas

Residential Education Coordinator

POSITION

Administrative, exempt-level, full-time, at-will position
This is a live-on position.

RESPONSIBILITIES

- Programmatic housing officer for the Student Life Division responsible for the administration of the student code of conduct, and the supervision of the administrative and programmatic aspects of a residential campus for 600+ undergraduate students.
- Serve as a Judicial Officer for student conduct-related issues.
- Serve on intervention committees as related to housing and overall student well-being.
- Facilitate the development of residents within living and learning communities.
- Serve as a primary advisor to residents regarding personal, relational, spiritual, and/or academic concerns.
- Develop and implement a comprehensive training program for paraprofessional staff.
- Supervise and develop paraprofessional staff. Supervise weekly in-hall meetings, coordinate monthly all staff in-service training sessions, continue to educate staff, and serve as the resource regarding various student issues.
- Supervise the opening and closing of residence halls.
- Maintain accurate floor plans, student files, occupancy reports, and key inventories.
- Provide input and feedback regarding physical plant and maintenance concerns.
- Supervise paraprofessional staff in program development and implementation.
- Serve as an on-call staff member to ensure constant residential supervision on campus.
- Assessment and evaluation of the residential campus community.
- Recruitment and selection of paraprofessional staff.
- Assist in coordination of alcohol education programs for the residential campus community.
- Other duties as assigned.

QUALIFICATIONS

- Master's Degree in student personnel, higher education administration, or related area preferred.
- Two to three years progressive experience in college housing, supervision, program planning, organization, team building, and communications is required.
- An understanding of student development theory, the ability to problem solve and work with a number of constituents, excellent interpersonal skills, as well as motivation, innovation, and integrity, are a must.
- Clear understanding of the mission of a private church related college.

CONDITIONS OF EMPLOYMENT

- Refer to Job Description for Physical Requirements and Working Conditions (available through Human Resources)

APPLICATION

- The initial application should include:
 - A letter of application;
 - Resume;
 - A statement of philosophy within the context of our mission statement (located on www.bethanylb.edu); and,
 - Names, addresses and phone numbers of three references.
 - Submit all items to:

Jo Ann Mattison
Bethany College
mattisonj@bethanylb.edu
(785) 227-3380 x8115

or 335 E Swensson Avenue
Lindsborg, KS 67456
(785) 227-3380 x 8115
or FAX (785) 227-2004

Application review begins immediately and will continue until the position is filled.

Bethany College is an equal opportunity employer and does not discriminate on the basis of age, gender, race, national origin, ancestry, religious beliefs, sexual orientation, physical ability, marital or veteran's status. Women and minority candidates are especially encouraged to apply. AA/EOE