Manhattan School of Music

Position Description

Title:	Residence Coordinator (Live-Off)
Department:	Office of Residence Life
Reports To:	Director of Residence Life
Supervises:	Student Workers, Resident Assistants, Graduate Assistants
Internal Contacts:	Students, Staff, and Faculty
External Contacts:	Custodial Workers, Security, and Parents
Employment Status:	Full-time; Non-exempt
Salary Range:	$45,000 - $50,000 a year

Domains:

Administrative

- Manage the Residence Life email account and Outlook calendar.
- Conduct inventories of Andersen Hall keys, furniture, and RA supplies.
- Monitor and follow up on all maintenance requests as needed.
- Manage isolation housing tracking and communication in collaboration with the Covid Response Team.
- Approve guest requests and coordinate with the Andersen Hall font desk to maintain an accurate list of individuals allowed in the Residence Hall.
- Coordinate the distribution of student mail, and manage the mail roster.
- Oversee the planning and implementation of all move-ins and move-outs.
- Track and maintain a database of all housing fees, fines, and damage charges.
- Track and maintain winter and summer housing sessions.
- Collaborate with the Director of Residence Life to plan and implement the annual housing selection and assignment process.
- Distribute and analyze the annual Quality of Life survey.

Supervision

- Recruit, train, and supervise student office workers.
- Participate in student leader recruitment & selection.
- Prepare and present training sessions for Resident Assistant training.
- Supervise and train summer staff, including the summer Conference Coordinator and Community Assistants.
- Submit student and part-time staff timesheets.
- Assist with the evaluations of students.

Summer Conferences

- Maintain current conference partnerships, and assist in seeking new partnerships.
- Oversee room assignments and check-in/check-out processes for all summer guests.
- Supervise summer intern, including all employment and compensation paperwork.
- Coordinate the cleaning schedule, and transition to summer room assignments.

Community Engagement

- Coordinate and implement regular small-scale Residence Life programming.
- Assist the Director in creating larger-scale Residence Life programs and traditions.
- Coordinate all social media efforts for the Office of Residence Life.
- Handle roommate mediations and housing changes.

Student Conduct Support

- Create and manage documents for students involved in incident reports.
- Under the supervision and guidance of the Director of Residence Life, act as a hearing officer for Student Code of Conduct cases.
- Track and maintain a database of all judicial cases, including incident reports, dates of meetings, hearing results, and sanctions imposed.
- Run reports and participate in data analysis to identify trends related to student conduct.

General

- As a representative of the Office of Student Affairs, maintain a professional demeanor at all times.
- Serve as a friendly and approachable resource to all students.
- Maintain day-to-day operations within the department, and answer all student questions in a timely manner.
- Collaborate with the Student Affairs team, and participate in division-wide initiatives.
- Participate in regular supervision meetings with the Director of Residence Life.
- Provide emergency and crisis response as necessary.
- Perform other duties as assigned.

Desired Characteristics and Skills:

- Attention to detail and organizational skills.
- Clear and consistent written and oral communication skills.
- Team player with a strong work ethic.
- Passionate about working with a diverse and international student population.
- Positive attitude with a creative approach to managing difficult situations.
- Ability to maintain a high level of confidentiality.
- Sensitivity to and understanding of musicians and artists.

Job Requirements:

- Bachelor's degree required; Master's degree preferred.
- At least one year of experience working in higher education or student affairs preferred.
- Experience as a student leader preferred.

Contact Information:

Send cover letter, resume, and 3 references to: residencelife@msmnyc.edu
with the subject line: **"Residence Coordinator Applicant"**
No phone calls, please.

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