

## Colorado Mountain College Position Description

Title: Residence Life Assistant Coordinator .80  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Salary Range: \$18.43 - \$20.48 per hour

### Primary Responsibility

Under the direction of the Director of Student Life and Housing and the Residence Life Coordinator, the Residence Life Assistant Coordinator is responsible for varied administrative and programmatic duties in support of the Residence Life program. This position assists in emergency and incident response within the Residence Hall, as well as serving in an on-call rotation.

This is a .80 term position for an academic year, August through May. The position is required to live in the residence hall and will receive rent-free room in the residence hall during the employment period, as well as a meal plan.

### Pre-requisites for Position (Qualifications Standards)

Education and experience necessary for the rigors of the position, such as a bachelor's degree from an accredited institution and two years related work experience, or associate's degree and three years related experience, or an applicable combination of education and experience necessary for the responsibilities of the position. Live-in residence life experience and/or college student development experience preferred.

Applicant must demonstrate excellent oral and written communications skills. Ability to assume a high level of responsibility for managing one's own work. Follow detailed directions and processes, maintain confidentiality, ability to engage and develop a positive rapport with students, and proficiency in basic computer skills.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

### Essential Duties

1. Serve as first point of contact to emergency situations. Examples include but aren't limited to: mental health concerns, suicide and self-harm situations, sexual assault, and health and safety emergencies, etc.
2. Address and report policy violations/incidents in the residence hall. Examples include but aren't limited to: drugs, alcohol, THC, weapons, vandalism, physical assault, etc.

3. Arrives at least two business days prior to RA team (or as determined by supervisor) to complete additional training and prepare for RA training each semester
4. Departs one business day after RA team to complete closing paperwork and other tasks as assigned
5. Serves in the on-call duty rotation to provide 24-hour incident and crisis response to emergencies on evenings and weekends. Maintains an adequate response time to the residence hall, based on campus location and supervisor direction. This may include when the college is not in session.
6. Cover on-call duties as assigned, and as determined by the RLC based on staffing and scheduling
7. Assists in COVID-19 response and assistance, including but not limited to isolation period tracking, meal delivery, and room changes
8. Work scheduled hours in the Office of Residence Life or Residence Hall Front Desk that support all campus operations
9. Front Desk administration such as scheduling, forms, and paperwork as assigned
10. Coordinate Health & Safety checks as directed
11. Assist in the processing of opening and closing forms
12. Coordinate room change procedures and forms
13. Facilitate residence hall check-ins and check-outs
14. Manage the security of keys and building access
15. Co-advise & plan for Residence Hall Association
16. Assist with RA programming and other creative components of the RA role (bulletin boards, door decorations, etc.)
17. Make departmental purchases as instructed, track receipts, and reconcile P-card
18. Assists with the hiring of student staff positions as instructed (residence life [RA/SRA], student activities assistants, summer assistants, etc.)
19. Participate fully in RA training including executing RA training sessions
20. Participate in new student move-in, registration, orientation, move-out
21. Manage work orders for the residence hall
22. Attend (or execute, as needed) weekly RA Meeting
23. Attend weekly or bi-weekly Student Life Department Meeting
24. Facilitate growth, development and the educational experience of students
25. Develop and provide publicity for events, programs, services as needed
26. Other duties as assigned

#### Supervision Received

Position reports to the Director of Student Life and Housing and Residence Life Coordinator

#### Supervisory Responsibility

This position serves as a lead to other team members and supervises staff and work-study students.

#### Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report when applicable. Incumbents in this position will adhere to all safety and compliance policies of

Colorado Mountain College while performing all duties assigned. This position will require regular evening hours, occasional weekend hours, and occasional travel. Varying work schedule, including evening and weekend hours, holidays and potentially on-call duty; Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50lbs regularly and up to 100lbs occasionally; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	414130 – adjusted for .80 FTE (1664hrs)
Date of review:	07.05.2022; 2022 COLA added 7.19.22

110.

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.