

Job Title: Student Engagement & Housing Coordinator
Reports To: Executive Director of Student Services
Position Type: **Full-Time, 12-Month**
FLSA Status: **Hourly, Non-Exempt**
Remote Work: **Unavailable**

OVERVIEW: Under general supervision, the Student Engagement & Housing Coordinator plays a vital role in promoting student success by overseeing a comprehensive student life and residential program. This position integrates housing operations with student engagement initiatives to foster an inclusive, safe, and developmentally supportive environment aligned with the university's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create and maintain a secure, learner-centered residential community that encourages personal growth and student success.
- Ensure frequent, meaningful interactions with students and foster a welcoming, inclusive environment through community-building and personal development programming.
- Plan, coordinate, and execute campus-wide student life events and activities, maintaining a master schedule and collaborating with university departments and facilities.
- Manage all aspects of housing operations, including room assignments, roommate conflicts, room changes/swaps, rosters, and cancellations.
- Collaborate with facilities and housekeeping to maintain residential spaces, including reporting maintenance needs and conducting routine inspections and safety drills.
- Coordinate, train, and provide leadership development for Resident Assistants, student workers, campus ambassadors, peer mentors, and club leaders.
- Support club and organization operations, including budget tracking, event planning, paperwork processing, advisor support, and student travel facilitation.
- Serve as a member of the on-call rotation for crisis/emergency response and assist with student conduct and community standards enforcement.
- Provide basic student support and counseling referrals; proactively address community concerns and retention issues in partnership with other student support staff.
- Promote student leadership, personal identity development, and engagement through advising and mentorship.
- Respond to inquiries and concerns from students, parents, and stakeholders, ensuring a high level of customer service and accurate communication.
- Assist with departmental publications and maintain the Student Activities Handbook and related resources.
- Perform other duties as assigned or as they become evident.

COMPETENCIES:

- Ability to provide basic counseling, crisis support, and referrals to appropriate campus services.
- Strong communication and interpersonal skills, both verbal and written.
- Ability to plan, prioritize, and execute multiple projects simultaneously with a high level of organization.
- Demonstrated professionalism, especially in high-pressure or emergency situations.
- Capacity to maintain confidentiality and follow all institutional policies.
- Comfort with student conduct processes and documentation/report writing.

- Dedication to fostering a positive campus environment and promoting institutional values.

COMPUTER SKILLS:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiarity with email platforms such as Microsoft Outlook.
- Ability to navigate internet browsers and online systems for event management, housing, and student services.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time standing, sitting and/or walking.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time using their hands to write, handle, control, or feel objects.

WORK ENVIRONMENT:

- Moderate noise level typical of student-centered campus environments.
- Live-in position required; essential personnel during emergencies.

SUPERVISORY REQUIREMENTS:

- Graduate students, Resident Assistants, and/or assigned staff.

EDUCATION, EXPERIENCE, and TRAINING:

- Bachelor's Degree in a relevant field required.
- Associate's Degree in related field and/or prior experience in student affairs, housing, or event planning preferred.

ADDITIONAL REQUIREMENTS:

- 12-month live-in position.

TO APPLY Email your resume to Lacy Edwards, Executive Director of Student Services, at: lambethl@webber.edu

Note: Nothing in this job specification restricts management's right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons, with or without notice. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.

Please submit your resume and cover letter to LambethL@webber.edu.