

The University of Texas at San Antonio

Job Description

Job Title: Complex Coordinator
Code: 13068
Salary Grade: 56
FLSA Status: Exempt
Department/Division: Housing and Residential Life/Housing and Residence
Reports To: Associate Director

Summary

- Function: Primary live-in responsibility for the administrative management and student development programming in a residence hall community of 500 students.
- Scope: Assists in all aspects of successful Residential Life / Student Development Program that will serve the needs of student residents in the facility.

Duties

- Typical:
 1. Administers and supervises the total operation of an assigned residence hall community.
 2. Establishes the goals and objectives for the residence hall community in conjunction with the Department of Housing and Residence Life.
 3. Maintains daily office hours.
 4. Assures hall coverage by establishing specific daytime, evening, and weekend duty schedules for assigned staff as well as during vacation and break periods.
 5. Assists in the recruitment, selection, training, and evaluation of assigned staff.
 6. Provides program development and teaching efforts for staff workshops and in-service training for student development personnel.
 7. Develops the structure and direction of staff and student development programming and community development in the residence hall.
 8. Supervises the maintenance, safety, and security of the facility. Verifies and communicates work order requests.
 9. Performs other duties as assigned.
- Periodic:
 1. Participates in the planning and the creation of training programs and the development of procedures and policies.

Education

Required	Preferred
Bachelor's degree in Student Development, Counseling, or related field.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Two years experience as a graduate or residence hall coordinator or resident advisor.	Teaching and/or counseling experience.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Typical university residential facility atmosphere.	Required to reside in residential facility. Will be on-call and available to residents for emergencies.

Supervision

Received	Given
General supervision from the Assistant Director of Housing and Residence Life.	Direct supervision to Resident Assistants.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.