

Job Title: Graduate Coordinator for Residence Life

Job ID: issued by TAM

Department: Housing

Full/Part Time: Part Time – Student Employee

Number of hours per week: 20

Regular/Temporary: Regular

Projected end date: n/a

POSITION SUMMARY:

The Graduate Coordinator for Residence Life reports to the Director of Housing and plays an integral role in the educational value added in on-campus living, including planning and coordinating student activities, fostering community development and accountability, supporting the Director of Housing and Student Conduct Office with behavior intervention and the adjudication of student disciplinary cases, and providing ongoing resource referrals for students. The position will support the recruitment, hiring, scheduling, supervising, development, and evaluation of student Resident Assistants and other part-time hourly student employees. Additionally, the position will serve in an on-call duty rotation, respond to crises and emergencies as needed, and may support other business and operations tasks within the Housing department and the Division of Student Affairs.

This is a live-in position in the Bellevue College Residence Hall requiring evening, weekend, and holiday on-call duties. CPR certification will be required within 90 days of hire.

PAY, BENEFITS, and WORK SCHEDULE:

Salary: \$23 Hourly Annually

Note: Starting 01/01/2023, pay, benefits, and other compensations in job openings must comply with [Equal Pay and Opportunities Act](#). Depending on the position, HR Recruiters will insert appropriate language.

ABOUT THE COLLEGE:

Bellevue College is a diverse student-centered, comprehensive and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. Bellevue College is located just 10 miles east of Seattle where we serve a student population of over 54% students of color and over 1,300 international students. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

We strive to create a vibrant and inclusive campus community that supports a diverse student body, faculty and staff. As an essential part of our [mission and goals](#), diversity, equity and pluralism are promoted and fostered in all aspects of college life. By enriching student life through leadership opportunities, personal learning and cultural experiences, we are committed to building an inclusive and diverse campus community that fosters creativity, innovation and student success.

For more information, visit [BC Facts at a Glance @ Bellevue College](#).

ABOUT THE DEPARTMENT:

The Bellevue College Housing department was created in Fall 2018 when the first-ever on-campus residence hall was opened to serve BC students. The mission of Bellevue College Housing is to provide "safe, inclusive, and educationally-driven living and learning environments to Bellevue College students through quality facilities, academically-relevant support services, and intentional engagement with staff and resources." The LEED-Platinum certified residence hall consists of 400 bed spaces in a suite and apartment-style and includes plenty of community spaces for studying, meeting, and socializing; interior corridor facility with ample community space, a ground-floor cafe, and a front desk.

ESSENTIAL FUNCTIONS:

Student Development (40%)

- *Advise, counsel, and establish rapport with residents*
- *Analyze, design, develop, implement, and assess learning outcomes in the Residence Hall*
- *Oversee a comprehensive residence education model within the Residence Hall*
- *Support the development, implementation, and enforcement of policies related to student success in the Residence Hall with a focus on equity, developmental education, restorative justice, and community well-being*
- *Advise student groups and organizations within the Residence Hall and provide educational leadership opportunities for student leaders*
- *Develop strong, professional relationships with campus and community partners, including the Office of International Education, Athletics, Student Programs, Student Conduct, Title IX, Counseling, Public Safety, and others*

Student Staff Supervision and Training (30%)

- *In collaboration with the Director of Housing, recruit, hire, provide ongoing training, and evaluate the work of student Resident Assistants (RAs) and part-time hourly student employees*
- *In collaboration with the Director of Housing, coordinate and implement a comprehensive pre-move-in RA training program*
- *Develop and implement operating procedures, work plans, and ongoing professional development opportunities for student employees*

Administrative Support (30%)

- *Attend and participate in department, staff, unit, division, and committee meetings*
- *Assist in move-in and move-out processes*
- *Assist in the implementation of conference and guest housing services and initiatives*
- *Assist in front desk/customer service operations, including developing and enforcing staff procedures and managing resident resources*

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- *Participate in after-hours and weekend on-call duty rotation, provide trauma-informed crisis intervention when needed, and deliver appropriate information for reporting and follow-up*
 - *Co-administer Bellevue College's Housing management system*
 - *Other duties as assigned and/or needed*

MINIMUM QUALIFICATIONS:

- *Full time graduate student with good academic standing.*
- *Student leadership experience.*
- *Demonstrated communication, organizational, administrative, and managerial skills.*
- *Experience with student programming.*
- *Demonstrated commitment to social justice and inclusion.*

PREFERRED QUALIFICATIONS:

- *Graduate student in the Seattle University Student Development Administration program.*
- *Experience as an RA or in a residential life leadership role.*
- *Supervision experience.*
- *Student group advising experience.*
- *Conduct administration experience.*

CONDITION OF EMPLOYMENTS:

Bellevue College intends to provide a drug-free, healthy, safe, and secure work and educational environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform her/his/their assigned duties.

Bellevue College employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Bellevue College requires all employees to be fully vaccinated and your vaccine status will be verified upon hire. Please reach out to the HR Office at jobs@bellevuecollege.edu if you need information on medical or religious accommodation.

Sexual Misconduct and Background Check:

Prior to start of employment, finalists(s) for this position will be subject to a pre-employment background check as a condition of employment. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under [Washington State Law](#).

Check frequently in your inbox, spam, junk, clutter email folders for any communication regarding the next steps from Bellevue College and our background check partners.

Reference Check:

Reference checks may include, but are not limited to, contacting references and verification of work experience, and/or past job duties.

Contact:

If you have questions regards to application or hiring process, please contact becca.marion@bellevuecollege.edu

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