

UConn Pre-College Summer

Hall Coordinator Job Description (3 positions available)

POSITION OVERVIEW:

Under the supervision of UConn Pre-College Summer (PCS) administration, the **Hall Coordinator (HC)** is responsible for the safety of program participants and the supervision of residential staff to coordinate a positive academic, social, living and learning environment. This **full-time, live-in, 24/7 appointment requires an 8-week commitment** (including weekends) for the program period **June 6, 2024 - July 30, 2024**. Hall Coordinator duties are demanding and require maturity, genuine concern for program participants and staff, strong interpersonal and leadership abilities, effective crisis response management skills, and an understanding of Pre-College Summer goals and policies. **The position will include room and board for training and the 5-week program and a stipend (NEW HC RATE: \$6,375.00 before taxes and RETURNING HC RATE: \$6,625.00 before taxes).**

PROGRAM OVERVIEW:

UConn Pre-College Summer (PCS) is committed to providing a safe and supportive living-learning environment, allowing rising high school sophomores, juniors and seniors to explore their academic interests, while gaining knowledge of institutional activities and social environments on a college campus. PCS serves as an exploratory experience where students will gain an understanding of the college classroom with engaging University faculty and explore nuances and areas of college-life at a nationally ranked public University.

POSITION RESPONSIBILITIES AND DUTIES:

GENERAL AND STUDENT, STAFF, & COMMUNITY DEVELOPMENT

- Participate in a mandatory 4-day training prior to Summer Residential Assistant (Summer RA) staff arrivals
- Assist, facilitate and participate in mandatory 9-day training for Summer RA staff
- Strive to establish a cohesive team with residential staff to help cultivate a positive familial community
- Attend weekly to bi-weekly one-on-one meetings with the Summer Residence Hall Director
- Actively assist with and coordinate participant check-in, orientation, team building activities, safety trainings, etc. every Sunday during the program
- Facilitate student conduct policy and behavioral expectation overview during weekly student orientation
- Coordinate and assist in supervising check-outs and field trip days at least one Saturday during the program
- Supervise Summer Residential Assistants (Summer RAs) and residence halls to collaborate/coordinate program activities/events
- Create, with the input of Summer RAs, nightly activity programming schedules for all sessions of the Program
- Create and present engaging workshops and social programming for program participants
- Perform day-to-day administration and coordination of residence area and always assure order, within established guidelines and in cooperation with other Residential Life and University personnel
- Attend and participate in all staff meetings, activities, and academic/social workshop programs

- Perform administrative duties as assigned including, but not limited to: distributing information, completing incident and facilities maintenance reports, creating door and bulletin board decorations, and checking and responding to email and phone communications
- Maintain open communication with parents of participants; communicate with parents/guardians in-person and via phone to address questions, concerns, emergencies, etc.
- Reside in assigned residence hall room throughout the duration of the Program
- Assist in the evaluation of Summer RAs staff at close of the Program
- Perform other tasks as assigned and as needed

RISK MANAGEMENT AND POLICY ENFORCEMENT

- Collaborate with Summer RAs to examine and assure participant safety/security including fire safety and medical/emergency responses and handle all emergencies in accordance with established procedures
- Serve in an on-call rotation over the duration of the program for emergency situations
- Remain available and/or on-call to PCS staff, students, and parents 24 hours/day, 7 days a week
- Implement and uphold PCS, Residential Life, University, and other applicable policies, rules, regulations, & laws
- Facilitate disciplinary and conduct meetings with students and follow-up with their parent/guardian to inform of the situation
- Keep PCS professional staff and Hall Director informed and up-to-date on incidents, including communicating staff and participant concerns in a timely fashion, and reviewing and maintaining appropriate incident reports and records
- Maintain appropriate records and compile reports as needed or requested
- Maintain privacy and/or confidentiality when handling participant, staff, and community incidents and conflicts
- Be knowledgeable of, enforce, and personally abide by all University policies and procedures, as well as federal and state laws

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Previous experience as a Resident Assistant or Hall Coordinator in a campus setting
- Excellent leadership and interpersonal skills, and an ability to communicate clearly and effectively
- Highly developed conflict management skills and ability to address concerns with students as well as fellow staff members
- Able to become familiar with the UConn Storrs campus and residence halls (including rules, regulations and policies)
- An understanding of the needs of, and interest in working with, high school sophomores, juniors, and seniors
- A desire to work collaboratively with and lead a highly functioning team
- Ability to adapt easily and think quickly in fast-paced, ever-changing situations and emergencies
- Must be eligible to work in the US (International students on F-1 and J-1 visas may work on campus within the employment rules authorized by their visa [UConn International Student Employment](#))

- **Have no other scheduled commitments** that would conflict with performing the duties/schedule of this role (classes, research, appointments, jobs, practice, GA commitments, etc.)

PREFERRED QUALIFICATIONS:

- Master's degree or pursuing master's degree in school psychology, school counseling, higher education/student affairs or similar fields
- Prior experience working in a similar setting and/or program with **minors** on a college campus

NOTE: Selected candidates will be required to complete an online portion of CPR/First Aid training and an online Minor Protection training before official training begins. A criminal background check of selected candidates is required through the UConn Office of Minor Protection.

ADDITIONAL DETAILS:

Position Description: Please note that changes may be made to this position description.

Resume and cover letter are REQUIRED for all applicants. REQUIRED cover letter prompt: What is your leadership style and how does that influence how you supervise a group of people?

Qualified applicants will be invited to participate in a group (in-person) and individual interview (either in-person or via online video) in February 2024. Please take note of the [application timeline](#).

For more information or if you have any questions, please contact Kelsey Bowers, PCS Graduate Assistant at kem23003@uconn.edu. **Use Subject Line:** PCS Hall Coordinator Position

Pre-College Summer

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TO APPLY FOR THIS POSITION, PLEASE USE THE FOLLOWING LINK:

<https://pcs.uconn.edu/summerjobs/>