

UConn Pre-College Summer

Hall Coordinator Job Description (2 positions available)

PROGRAM OVERVIEW:

UConn Pre-College Summer (PCS) is committed to providing a safe and supportive living-learning environment, allowing rising high school juniors and seniors to explore their academic interests, while gaining knowledge of institutional activities and social environments on a college campus. PCS serves as a non-credit 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 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 a 5.5 week commitment** (including weekends) for the program period **June 26 – August 5, 2019**. 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 1.5 weeks of training and the 4 week program, and a gross stipend of \$4,500 (before taxes).**

POSITION RESPONSIBILITIES AND DUTIES:

GENERAL AND STUDENT, STAFF, & COMMUNITY DEVELOPMENT

- Participate in a mandatory 3-day training prior to resident manager staff arrivals
- Assist facilitate and participate in mandatory 1-week training for resident manager staff
- Help to establish a cohesive team, and lead to help cultivate a positive familial community
- Actively assist with and coordinate weekly registration, student check-in, orientation, team building activities, safety trainings, etc. *(typically on Sundays)*
- Facilitate student conduct policy and behavioral expectation overview during weekly student orientation
- Coordinate and assist in supervising Saturday check-outs and field trip days
- Supervise resident managers (RM's) and residence halls to collaborate/coordinate program activities/events
- Create nightly activity programming schedules for all sessions of the Program
- Perform day-to-day administration and coordination of residence area and assure order at all times, 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 Resident Manager staff at close of the Program
- Perform other tasks as assigned and as needed

RISK MANAGEMENT AND POLICY ENFORCEMENT

- Collaborate with Resident Managers to examine and assure participant safety/security including fire safety and medical/emergency responses and handle all emergencies in accordance with established procedures; Make appropriate notifications to PCS professional staff, including the supervising Summer Residence Hall Director
- 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

- Keep PCS professional staff 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
- 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 juniors/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
- **Have no other scheduled commitments** (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 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.

ADDITIONAL DETAILS:

Position Description: Please note that changes may be made to this position description. Changes will be communicated to applicants as they are made.

Qualified applicants will be invited to participate in an interview (either in-person or via online video) in March and April 2019. Please take note of the [application timeline](#).

A criminal background check of selected candidates is required through the UConn Office of Minor Protection.

For more information or if you have any questions, please contact Cody Olson, PCS Graduate Assistant at (860) 486-0149 or at coo18003work@uconn.edu. **Use Subject Line:** PCS Resident Manager Position

Pre-College Summer**University of Connecticut**

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

pcs.uconn.edu/summerjobs/application