The Coordinator is a full time, live in, professional staff member responsible for supervising a community of approximately 700 students.

Duties include:

- supervision of resident assistants/community assistants
- staff selection, training, and evaluation
- student counseling
- conflict resolution
- crisis management
- mediation
- discipline
- organization advising
- social justice/diversity training

Other responsibilities could include working with faculty in focused living/learning environments; teaching an RA class; working with a first year experience program; working with families and children; and others.

**Qualifications**

This position requires a Masters Degree or equivalency in Student Personnel/Counseling, Higher Education, or related field. A successful candidate for this position must possess and demonstrate strong communication and human relations skills in addition to effective administrative, supervision, time management, and problem solving skills. He/she should also possess a thorough understanding of the role and purpose of residence hall living as it applies to student development and a commitment to fostering diversity in the residence community.

**Position Description**

**Compensation**

A salary of $24,894 for 10-months; $29,872 for 12-months; full University benefit plan, apartment, parking, and basic staff meal plan.

**Starting Date**

10-month position: appointed and funded for 4 years, August 1, 2012 until May 31, 2016.
12-month position: appointed and funded for 4 years, June 1, 2012 until May 31, 2016.

**Application Process**

Check [www.psu.jobs](http://www.psu.jobs) for current postings and apply on-line OR send cover letter and resume, including Job Code number to:

The Pennsylvania State University
Employment and Compensation Division
5th Floor James Elliott Building
University Park, PA 16802
OR FAX to (814) 865-3750

**Questions**

Contact Cecelia Eastman, Coordinator of Planning and Special Projects, Residence Life, cae5@sa.psu.edu or 814-863-1710.

http://www.studentaffairs.psu.edu/reslife/