



Comprehensive Studies  
Program

College of Literature,  
Science, and the Arts

University of Michigan

1159 Angell Hall  
Ann Arbor, MI 48109-1003  
(734) 764-9128  
(734) 763-6359 fax

[www.lsa.umich.edu](http://www.lsa.umich.edu)

## Comprehensive Studies Program Residence Coordinator Job Posting Two Positions

DEPARTMENT: Comprehensive Studies Program

SALARY RANGE: \$ 18.50 an hour

APPOINTMENT TYPE: Temporary

**WORK SCHEDULE:** : Monday thru Friday, weekends; live-in and work a flexible work schedule which is comprised of scheduled office hours and on duty/on call requirements as dictated by program needs. This is a live-in position. The position starts May 15, 2012 – August 20, 2012. The hired Residence Coordinator must be able to commit to the entire duration of the program. This is a non-benefited position.

**JOB SUMMARY:** Under the direct supervision of the Comprehensive Studies Program Summer Coordinator. The incumbent is one of two live-in Residence Coordinators (R.C.) for The Bridge and Summer Start Living Learning Community. The two Residence Coordinators are responsible for the development and implementation of the student development (psychological-social) and residential life component for a diverse student population of 300 incoming first-year students. The R.C. directly oversees and evaluates Peer Advisors for their respective program. R.C.'s must be available by phone or pager to respond and provide first-line crisis intervention and emergency response.

As a member of the CSP Housing leadership team, R.C.'s:

- Maintains effective communication
- Enforces policy
- Provides counseling and makes referrals as appropriate
- Fosters individual growth and personal development for staff and students
- Serves as judicial officer for policy violations
- Collaborates with other departments on campus
- Works closely with the Facilities regarding maintenance
- Works with Department of Public Safety for security issues
- Responds to residence hall and after hour emergencies
- Coordinates and organizes summer programs and events for students
- Assists with Peer Advisor Training
- Committee work and special areas of assignment as dictated by program needs

The R.C. must possess excellent oral and written communication skills with the ability to read, analyze, and interpret documents. The R.C. must have the ability to effectively speak with diplomacy when interacting with students, faculty, staff, parents and visitors in the college community. The R.C. must have cogent experience working and interacting with college students. The R.C. must have experience in living-learning initiatives and special interest housing opportunities that emphasize academic objectives.



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**ESSENTIAL QUALIFICATIONS:**

Bachelor's degree from accredited institution in a four-year college or university preferred. Equivalent to two years of professional experience in student services/affairs program or in a related field. Experience lead worker or supervisory experience or experience overseeing the work of other staff or students.

**APPLICATION DIRECTIONS:**

Interested applicants should send a cover letter highlighting related education and experience, a resume, have one reference letter forwarded directly and the names and contact information for at least three references by February 15, 2012 to: [mrosemon@umich.edu](mailto:mrosemon@umich.edu)

Address Cover Letter to:

Michelle Rosemond, M.Ed.

Summer Coordinator

Comprehensive Studies Program

1139 Angell Hall

435 South State Street

Ann Arbor, MI 48109-1003