Residence Life Coordinator
Residence Hall Manager
Pay Grade 02 - PVL 85274

Type of Employment:  Ongoing, Full Time (40 hours/week)

Location:  
Sellery Hall, 821 W. Johnson St, Madison, WI 53706
Click here to see a campus map

Department:  Residence Life

Compensation:
- Salary starting at $35,516 per year
- A competitive benefits package plus $1,500 in professional development funds

Schedule:
- This is a full-time, twelve-month, live-in, academic staff professional appointment.

Requirements:
- A criminal background check will be conducted on all finalists.
- Completed Master's Degree (Student Affairs or Higher Education preferred).
- 2 years Housing/Residence Life and/or any full-time live-in Housing experience preferred.

Position Summary:
Residence Life is part of the Division of University Housing. As a student service, the university residence halls provide quality living and learning environments and programs to over 7,400 undergraduate students. Residence Life is responsible for the student and professional staff and programs that create an inclusive academic and learning environment.

Under the general supervision of the Area Coordinator of Residence Life, Residence Life Coordinators develop and manage a residence hall community complex (ranging in size from 500-1150 primarily first-year residents). Residence Life Coordinators supervise a variety of student staff and share in the administrative tasks and operational functions associated with the residence hall community.

Residence Life is committed to demonstrating our Division of University Housing Core Values: Care in how we approach people and our work; Creativity in solving problems; Integrity in our interactions with staff and customers; Optimism, focusing on opportunities and positive outcomes; Respect for the differences, strengths, and potential in people; Stewardship of human, financial and natural resources; and Excellence in customer satisfaction and communication. University Housing offers a pet policy for professional Residence Life staff that resides in a residence hall apartment. This policy includes an allowance for cats and dogs, contingent upon adherence to related guidelines and expectations.

Click here for a complete position description.

How to Apply:
Apply here by 11:59pm on March 14, 2016, for ensured consideration. Failure to submit complete application materials will result in ineligibility for this position.

- Within the online application, submit a cover letter and resume within the online application system. Within the cover letter, please highlight the experiences listed on your resume; including live-in, large campus, student supervision, etc.
- Within the online application, please identify three professional references that will be able to speak towards your performance in your current and/or most recent positions. University Housing requires that at least two of the three references be either your current or most recent supervisors. When listing your references to contact, please include the following information:
  o Name
  o Title of their position and relationship to you
  o Phone number
  o E-mail address
- UW-Madison Residence Life will be attending OPE 2016 and TPE 2016 as part of the recruitment process. Applicants who are attending either placement exchange are encouraged to note this in their cover letter and include their candidate/mailbox number. All candidates must apply through the UW-Madison online application system to be considered for this position.
- For questions, please call 608-262-2766 or email hr@housing.wisc.edu.
- Those who apply for this position may be considered for future vacancies in this title within this department.
- Information for candidates that have retired from a Wisconsin Retirement System (WRS) participating employer:
  o If you return to a WRS-covered employer, including the University of Wisconsin after retirement, you are considered a "rehired annuitant." Click HERE for basic information about your benefits if you are a rehired annuitant. Please note that provisions have changed for WRS participants who retired after July 1, 2013.

University Housing is an essential services provider and all University Housing employees are part of this commitment to our residents and guests. University Housing is unique from many other state agencies and university departments because we cannot close as our services must be maintained at all times.

University Housing values diversity and is an Equal Opportunity/Affirmative Action employer