

# CONCORDIA COLLEGE

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## NEW YORK

### Notice of Staff Openings

Posting Date: June 15, 2009

Closing Date: Open Until Filled

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**Position Title:** Student Life Coordinator or Student Life Coordinator/Residence Counselor\*  
**Position Type:** Staff/Full-time  
**Department:** Student Life  
**Salary:** The salary is commensurate with experience and includes a competitive benefits package. If the right candidate is identified for both roles, the compensation for the Residence Counselor portion will be an apartment in the residence hall.

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#### Job Summary:

The Student Life Coordinator reports to the Assistant Dean and works closely with all Student Life staff and other members of the Concordia community ensuring the smooth operation of the Student Life Office at Concordia College. The Coordinator is a member of the Student Life team and contributes fully to the mission and goals of the Student Life Office. Interested candidates can apply for the position outlined below or the combined Student Life Coordinator/Residence Counselor position. Candidates with residence life or student housing experience are encouraged to apply. The Residence Counselor position is a part-time evening and weekend position which includes on-campus housing accommodations.

#### The responsibilities for the Student Life role will include, but not be limited to:

The Student Life Coordinator will perform all administrative duties needed to maintain an efficient office; supervise student office assistants; welcome students and answer questions about all Student Life functions, programs, and services; be the "go to" person for students and Student Life visitors; respond to faculty and student emails; coordinate and prepare departmental mailings; input all Banner data for department; file maintenance; oversee Residence Life billing of student fines; participate in Orientation; coordinate College-wide Expo Day; maintain the Student Activities Master Calendar; record judicial decisions and track sanctions in cooperation with the Director of Residence Life; create and distribute posters, newsletters, and other communications, etc.

#### The responsibilities for the Residence Counselor role will include, but not be limited to:

The Residence Counselor will serve as an official agent of the College in matters related to residence life. As such, he/she functions in an administrative capacity, as well as counseling, health advocacy, conflict resolution, crisis intervention, and discipline. Overall the Residence Counselor works with the student staff to create an academically successful, safe, and healthy residential community, while providing intentional programming to assist with the psychosocial development needs of the residents. He/she will also assist in the hiring, training, supervision, and evaluation of the staff (Resident Assistants); educate students regarding Concordia College policies, procedures, and regulations; and respond immediately to emergencies, crisis situations, and significant student issues, etc.

#### Qualifications:

Bachelor's degree preferred; minimum of 1 to 3 years in an office/business environment; strong writing and speaking skills for clear, concise communication; self-initiation and self-motivation; ability to work with confidential information and exercise discretion; organization and the ability to work on multiple projects and meet deadlines; high energy, sincerity, resourcefulness, and flexibility; confidence and a comfortable nature when speaking to adults and students; working knowledge of computers; Access, Excel, PowerPoint, Word, and SCT Banner a plus; a team focus and ability to work within small and large groups; the availability and willingness to work a flexible schedule; an understanding of and affinity for the mission of Concordia College-New York;

**Interested candidates should send a cover letter, resume, and three professional references to:**

**Human Resources**

**kathleen.clarke@concordia-ny.edu (preferred) or fax 914-395-4517.**

#### AA/EOE/ADA

Concordia College does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex or age. However, Concordia College is a Christian educational institution affiliated with The Lutheran Church—Missouri Synod and in compliance with Title VII of the Civil Rights Act of 1964, and reserves the right to give preference in employment based on religion.

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