

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Coordinators for the Office of Residential Life, Two Available Positions (Unclassified)

Requisition Code:

S2200589

Location:

Atlantic City - Gateway

Job Category:

AFT Professionals

Department:

Office of Residential Life (710005)

Salary:

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package.

Posted Date:

12/04/2022

Close Date:

N/A

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day

work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

All coordinators will work collaboratively under the supervision of the Director of Residential Education and Student Services for Atlantic City – Operations, and the Associate Director of Operations and Retention to meet with graduate coordinators, resident assistants, students and their families, while also encoding student identification cards daily. Coordinators will create and assess specific programming based upon their area of responsibility to engage residential students in learning opportunities. Coordinators will work collaboratively with other offices such as Student Health Services, Student Transitions, Facilities and Operations, The Multicultural Center, Advocacy, Belonging & Campus Standards strategic area, and Event Services to ensure the success of major events within the scope of their work.

Responsibilities for all four positions:

- Responsible for residential mental and physical health programming
- Supervise graduate students and resident assistants who will provide operationalize programming or events regarding one of the following areas: social justice, first year programming, student mental or physical health, or residential life training
- Provide opportunities for individual student growth through advising and programming by maintaining community and individual standards
- Assist the Assistant Director of Residential Education with violations of the Guide to Residential Life, Housing Contract, and Campus Code of Conduct violations
- Assist in providing support and programming for residential themed living communities (TLCs)
- Provide regular assessment of programming and other activities hosted by the Office of Residential Life or the Division of Student Affairs
- Assist the office staff in meeting with students, answering phones, assigning work to student workers, and encoding student I.D.'s
- Assist with room preparation on evenings and weekends for Fall and Spring opening, relocation, and emergency move readiness, including but not limited to, room inspections, and work orders
- Participate in enrollment activities, including open house, instant decision, and other events that may fall on weekends
- Participate in evening, weekend and holiday duty responsibilities and serves as a continuous resource for students
- Other duties as assigned

Additional Responsibilities for each position:

Coordinator for Inclusive Communities and Social Justice Education:

- Develop and implement plans to achieve the goals and learning outcomes of the residential curriculum of TLCs in the areas of Academic Success, Social Justice Exploration, Interpersonal Competence and Engaged Citizenship
- Collaborate with the Director of Residential Education and Student Services Operations - Atlantic City, to research and develop learning communities in partnership with Academic Affairs
- Collaborate with the Director of the Multicultural Center to plan, implement and evaluate a broad range of cultural, educational, and inclusive leadership programs that support the diverse needs of residents and in support of the mission of the institution

Coordinator for Staff Training and Development:

- Create and produce all training materials, inclusive of schedules, manuals, resources, etc.
- Responsible for planning, facilitating, and assessing the graduate student and resident assistant hiring process

- In partnership with the Assistant Director of Residential Education, collaborate to develop and implement a training/in-service curriculum for graduate and undergraduate staff, inclusive of RAs, TLC mentors, Academic Leaders and RHA for all key training times, including goals and outcomes

Coordinator for Student Success Initiatives:

- Implement a comprehensive programming model for new residential students (first year students and transfer students) to support wellbeing and retention
- Collaborate with the offices responsible for student transitions, access, and retention to implement academic focused activities that support the University's mission
- Actively participate in new student orientation and welcome week, including planning and hosting related residential activities. Responsible for first year pre-educational programming, (alcohol, drugs, sexual violence, and bystander intervention) utilizing online educational products

Coordinator for Student Wellness Program and Operations:

- Collaborate with campus partners in the Student Health and Wellness Operational area to implement a comprehensive programming model that supports student health and well-being
- Collaborate with Student Health Services to ensure vaccine compliance (COVID-19, meningitis, etc.) for students and coordinates contact tracing, communication, and the readiness of quarantine and isolation housing for residential students
- Support the Office of Residential Life in transitioning from Spring to Summer housing, and Summer to Fall housing, while also supporting the housing renewal process
- Supervise graduate students and resident assistants who will provide operationalized programming or events regarding one of the following areas: social justice, first year programming, student mental or physical health, or residential life training

Required Qualifications for all (4) positions:

- A master's degree in higher education, student affairs, counseling, social work, or a related field
- Evidence of knowledge of best practices in higher education
- Evidence of understanding FERPA (Family Educational Rights and Privacy Act), HIPPA, Title IX, Clery Act, and other relevant trends
- Evidence of leadership, interpersonal communication, and critical thinking skills

Preferred Qualifications for all (4) positions:

- One to two years of residential life experience
- Demonstrated ability to leverage technology to train, educate, and program for students
- One to two years of StarRez, E-Rez Life, or Maxient software experience

Required Documents:

Letter of Interest, Resume, Unofficial Transcripts

How To Apply:

Screening of applications begins immediately and will continue until the position is filled.

Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF

1. A letter of interest describing specific skills and experiences
2. A current resume

3. Unofficial transcripts
4. A list of three recent professional references (included in the application): Name, Organization, Email address and Telephone

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

Click [here](#) to apply.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton’s Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.