

CARL ALBERT STATE COLLEGE



POTEAU & SALLISAW OKLAHOMA

POSITION

Residence Program Coordinator

GENERAL DESCRIPTION

Carl Albert State College is accepting applications for a **Residence Program Coordinator**. This is a full-time position, based at the Poteau campus. On campus living required: Apartment (with microwave and refrigerator), cell phone, and college meals will be furnished. Serves as an in-resident staff member of residential housing; handles all aspects and daily operations of housing; monitoring residential life culture to provide a safe, nurturing atmosphere for students. Responsibilities will include (but are not limited to):

- Serve as coordinator of residential housing for approximately 350 students; monitor residential housing;
- Coordinate and maintain the daily operation of all residential housing; maintain inventory, schedule maintenance and use of all student housing facilities; includes assisting Summer programs and camps and student activities
- Inform residential housing students of emergency plan (tornado, fire, intruder, etc.); respond to emergency and crisis situations, and make appropriate referrals as needed; perform emergency management drills
- Responsible for Office of Student Affairs timely housing postings (LCD, Social Media) to the Office of HS & College Relations and (CASC front Web) Office of Marketing & Public Relations
- Organize and maintain records of room assignments, roommate assignments, and housing/meal contracts mailbox key information, housing key information, residential parking permits, room condition reports, and meningococcal immunization forms on housing students; distribute items to students at housing check-in retrieve items at end of semester/year during housing checkout

QUALIFICATIONS

Associate's degree (Bachelor's preferred); strong public relation skills; experience working with college students; familiarity with higher education setting and residential housing; working knowledge of computers; demonstrate skills in time management, confidentiality, and ability to work under pressure; must be willing to work a flexible schedule, including evenings and weekends. Light lifting and carrying required. Periods of time spent sitting, standing, walking, bending, and climbing stairs. Candidate must pass background check.

APPLICATION DEADLINE

September 11, 2017

SALARY

\$ 26,700 w/ full benefits (with Bachelor Degree)

APPLICATION PROCEDURE

To be considered for this position, please submit an updated CASC application (available at: [Employment Opportunities | Carl Albert State College](#)), letter of application, resume, transcripts and three letters of recommendation. Application packet may be submitted by mail to:

Carl Albert State College
Human Resources
1507 S. McKenna
Poteau, OK 74953

OR email: employment@carlalbert.edu
Fax: 918-647-1359

CASC is an affirmative action equal opportunity employer. All interested, qualified individuals are encouraged to apply.

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