



Maine School of Science and Mathematics

Where Going Beyond is the Norm

Job Description: Residential Life Coordinator

Reports To: Dean of Students

The residential life coordinator is an integral part of the School's student life team and is responsible for implementing the School's residential program. The residential life coordinator works closely with the dean of students and the residential instructors to ensure that the students have an engaging residential experience at MSSM.

Essential Duties and Responsibilities:

- Assigns residential instructor schedules and duties to meet the School's residential life curriculum and goals.
- Provides feedback on residential instructor performance to the dean of students.
- Organizes and coordinates student activities - in accordance with School's goals and within budgeted allocations.
- Arranges the School's athletics schedule and coordinates necessary supports such as referees and equipment.
- Oversees the residential assistant program - ensuring the program creates leadership opportunities for students through appropriate training and duties.
- Manages the School's transportation fleet - maintaining a usage schedule and coordinating with business office and maintenance on fleet needs and upkeep.
- Coordinates with dining staff on student activity and residential life needs and feedback.
- Schedules and implements new student orientation program as designed.
- In cooperation with the dean of students, coordinates transportation needs with external contractors.
- Oversees the School's student community jobs program.
- Oversees the School's student club program.
- With dean of students and Student Support Team, ensures student accommodations and success plans are implemented in the residential program.
- Coordinates and provides training for residential instructors and others serving on residential life duty teams.
- Serves on a regular residential life duty team (or equivalent).
- Fills an alternative summer assignment such as Summer Experience residential life, pool management, or other comparable duty as assigned.
- Performs other duties in support of the School as assigned by the dean of students.

Essential Skills:

To be successful in this position you must be able to function comfortably in a team environment and relate well to students, parents, and coworkers. This position requires maturity, a calm demeanor, and excellent detail and organization skills. You must be passionate about living in a boarding setting and being a student advocate while maintaining accountability.

Bachelor's degree or higher required, along with successful experience in a leadership student life role in a residential setting. The normal work environment will vary greatly depending upon the tasks and needs of MSSM. Time will be spent at the School, driving, and at various meetings. This is a 12 month position and the residential life coordinator is required to live on-campus in dorm housing provided by the School.