Georgia State University

Job Specification

Job Title: Coordinator, Residential Leadership

BCAT Code: 09IX30  Effective Date: June 1, 2011
Pay Grade: G15  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Provides leadership and mentorship support for the Greek Housing community and serves as primary advisor for residential student leadership groups.

Examples of Duties
- Directs and oversees the development and implementation of a comprehensive residential student leadership education program.
- Designs and implements leadership and community development initiatives in residence halls.
- Responds to students, parents, faculty, administrators, and other stakeholders to resolve problems; answers questions and clarifies policies.
- Manages the Greek Housing residential community.
- Develops and coordinates a comprehensive leadership program for residential first-year students.
- Participates in a rotation of 24 hour on-call coverage during the academic year.
- Advertises, recruits, trains, and manages community and campus volunteers for the semester move-in assistance community volunteer program.
- Prepares and monitors the program and the administrative budget for leadership development initiatives.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of cultural differences and diversity concepts.
- Ability to work with diverse groups of individuals.
- Ability to provide independent direct supervision.
- Ability to make sound business decisions independently.
- Ability to assist in the planning and maintenance of the departmental budget.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.