Georgia State University

Job Specification

Job Title: Coordinator, Residential Learning Initiatives

BCAT Code: 09HX50  Effective Date: July 1, 2015
Pay Grade: G15  FLSA Status: Exempt

General Description
Manages and develops Living Learning Community (LLC) initiatives in the Residence Hall community. This is a 12 month, managerial, live-off position.

Examples of Duties

- Oversees the operation of the Living Learning Community Initiative.
- Coordinate and development and implementation of comprehensive residential learning programs and academic services
- Work in partnership with academic departments to foster awareness of and support for existing and developing Living Learning Communities (LLCs).
- Provide support to student, graduate, and professional staff members in developing the programmatic efforts for LLCs.
- Coordinate daily operational functions and academic services in the University Housing Learning Centers.
- Build and maintain intentional programs on academic success strategies and stress management in conjunction with the Counseling & Testing Center staff, the Office of Undergraduate Studies, Career Services, the Writing Center, and the Office of Student Activities.
- Assist with the implementation of the FYRE (First Year Residential Experience)
- Assist with the development and implementation of the Second Year Residential Experience
- Assist with the development and implementation of the Fourth Year Residential Experience
- Assist with the production of marketing and information materials, including websites, brochures and posters to promote residential learning initiatives and academic services.

Knowledge, Skills and Abilities

- Knowledge of student development theory.
- Knowledge of marketing as it relates to residential services and program management.
- Knowledge and experience in Microsoft Office Suite.
- Knowledge of residential student housing and/or academic advising experience in a university setting.
- Excellent written communication and interpersonal skills.
- Ability to work non-traditional hours.
- Ability to multi-task while managing multiple projects and assignments.
- Ability to handle student staff personnel files and student self-reporting academic performance information.
- Ability to develop, implement and evaluate projects from initiation to completion.

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.