



Columbus College of Art & Design

Residential Community Coordinator

CCAD's Residence life Department is seeking a Residential Community Coordinator (RCC) who enjoys fast-paced roles, can work independently with little supervision, is a critical thinker, and has the ability to multi-task to fill this role. We are a highly collaborative and cohesive team, providing a wide range of high-quality services for our students.

We are dedicated to our mission of being an agile, trusted, strategic partner who delivers sustainable services and solutions that contribute to CCAD's success. We are a talented creative, diverse and inclusive workforce and we would love for you to join our team!

Additional Benefits of joining our team!

- Paid 2 week holiday break in December
- Fully furnished 1 bedroom apartment in the heart of downtown Columbus with a full kitchen, access to free laundry on the same floor, and pets allowed within the guidelines of the pet policy.
- Meal plan included
- Free parking
- Free admission to the Columbus Museum of Art
- Professional development opportunities.

SUMMARY

Columbus College of Art & Design seeks motivated, creative, and qualified applicants for the position of Residential Community Coordinator. Reporting to the Assistant Dean of Residence Life & Student Engagement, this 12-month, live-in position allows a budding residence life professional to become a central part of creating meaningful, inclusive, and safe communities. The Residential Community Coordinator is directly responsible for the overall management of two residential communities with the following main responsibilities: supervising student Resident Advisors and front desk assistants, coordinating and overseeing programming and community building efforts in the residence halls, addressing residential students' concerns and issues, and assisting with student staff hiring, training and supervision. The Residential Community Coordinator shares on-call duty responsibilities, assists in creating and implementing departmental policies and protocols, supporting departmental reporting, planning, and assessment needs, assisting with room assignments and transitions; managing facility concerns, and assisting with summer programs housing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Coordinate Resident Advisor (RA) and residence hall front desk assistant recruitment, selection, training, recognition, and supervision processes.
- Create a positive residential community experience through proactive steps to develop relationships with residents and student staff members while utilizing student development theory and best practices to support their growth and learning
- Oversee residence life programming and community building efforts; manage programming budget; ensure programs align with departmental expectations and achieve desired learning outcomes
- Respond to residential students' concerns and issues, including roommate conflicts, maintenance requests, parent concerns, health and safety issues, and students in crisis in a manner consistent with departmental and institutional expectations and core values
- Manage routine, critical, daily, and seasonal administrative tasks

- Maintain security, health, fire, and safety standards
- Work with individual students in the resolution of personal, social, and academic concerns
- Share on-call duty responsibilities with the Assistant Dean, Dean of Students and other Student Affairs staff
- Live on campus in a designated apartment in a residence hall
- Assist with summer programs housing and events
- Assist with first year experience initiatives and connecting residential programming with these efforts
- Address student behavior concerns including reporting policy violations and serving as a student conduct hearing officer.
- Assist the Assistant Dean with creating and implementing effective policies, protocols, departmental reports, plans, and assessment efforts related to the entire residence life program
- Assist the Assistant Dean with creating and implementing plans and processes related to room assignments, room transfers, housing marketing and sign-up efforts
- Assist the Assistant Dean in creating a facility management plan and in addressing facility concerns
- Assist the Assistant Dean in representing the office with internal and external audiences, including new student orientation and Admissions initiatives
- Communicate effectively with students, staff, and other campus stakeholders; take initiative to address areas needing improvement
- Serve on designated Student Affairs committees; assist with larger departmental initiatives as requested by supervisors; participate in departmental meetings
- Support departmental and institutional mission, values, and strategic initiatives
- Regular business hours cannot always define the typical 40 hour work week; some evening and weekend commitments are to be expected
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

Manage 20-30 Residence Life student employees

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Must live on campus in a designated apartment in a residence hall and share on-call duty responsibilities.
- Must have basic knowledge of student development theory and ability to apply this knowledge to perform work responsibilities.
- Knowledge of Database Software (specifically eRezlife, PowerCampus, and Advocate), Internet Software, Word, and Excel
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Abilities to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

- Ability to practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree required
- Master's Degree (M.A.) preferred
- 2-4 years' experience and/or training; or equivalent combination or education and experience preferred

PHYSICAL DEMANDS

- The employee is regularly required to sit and talk or hear.
- The employee frequently is required to finger, handle, or feel and reach with hands and arms.
- The employee is occasionally required to stand, walk, and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

WORK ENVIRONMENT

- The noise level in the work environment is moderate.
- The pace of the work environment is moderate to fast.

COMPENSATION: This position is full-time, exempt. Compensation is commensurate on experience and qualifications. CCAD offers a benefits package including: vacation time, additional paid time off while the college is closed during winter break, sick time accrual, health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, campus parking, and free admission to the Columbus Museum of Art.

HOW TO APPLY: Visit www.ccad.applicantpro.com/jobs/ to submit your application. When asked to upload application materials, please submit a resume/CV and a cover letter. If you are applying from any website other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process, or your application will be considered INCOMPLETE.

CCAD Vaccination & Booster Requirement Notice

Columbus College of Art & Design (CCAD) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CCAD is implementing a vaccination & booster requirement policy for its students and employees.

All employees, including on-campus, hybrid, or fully remote status, are required to receive the Covid-19 vaccination and booster shot (if eligible) as determined by CCAD and provide proof of their fully vaccinated/up to date status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious belief, must request a Request for Accommodation form from Human Resources to begin the interactive accommodation process.

Accommodation requests will be considered on a case-by-case basis and/or granted where they do not cause CCAD undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at humanresources@ccad.edu.

***CCAD reserves the right to modify, supplement, revise, or rescind any part of this notice as it deems necessary or appropriate with notification..**

About CCAD:

[Columbus College of Art & Design](#) teaches a diverse undergraduate and graduate student body in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private, accredited, and nonprofit art and design colleges in the United States. CCAD offers 11 BFA programs in a variety of visual art and design disciplines, a Master of Fine Arts in Visual Arts, and a Master of Professional Studies in Retail Design that produce graduates equipped to shape culture and commerce at the highest level.

At the core of CCAD is [The CCAD Way](#), one of Creative Collaboration, Intentional Inclusivity, and Proven Potential. Our [Core Values](#) of Respect, Positivity, Inspiration, and Accountability unite us. CCAD's [Presidential Commission on Diversity, Equity & Inclusion](#) works to help CCAD grow with intention into a more inclusive and equitable institution. Learn more at ccad.edu.

About Columbus:

As the 14th largest city in the country and the largest and fastest-growing city in Ohio, [Columbus](#) is collaborative, open, and dynamic. Between incredible arts and entertainment, exciting collegiate and professional sports, and a spectacular downtown riverfront of sprawling greenspace, Columbus has something for everyone. Here, you'll find all the culture and amenities you'd expect in a major city, with the friendly and approachable attitude of the Midwest. Franklin County, where Columbus is located, is the epicenter of the state's political, economic, and social presence and is home to 1.3 million residents with a median age of 34. Columbus is a top city for equality and was the recipient of a perfect score from the Human Rights Campaign in 2020. And central Ohio is serious about higher education: the [Columbus region](#) is home to 52 college and university campuses, with 22,000 annual college graduates. Because CCAD is closely tied to the city's numerous art and design spaces and ever-expanding districts, you'll have plenty of places to experience creativity and showcase your own.

EEO Statement:

As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. At CCAD, we are determined to foster an environment of inclusion and equity. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.