



## Primary Duties and Responsibilities

1. Directly supervises an area staff of fulltime professional Residence Life Coordinators (RLC), indirectly supervises Senior Resident Assistants, Resident Assistants, and Desk Assistants.
2. Responsible for developing a recruitment, marketing, admittance, and communication plan for prospective and current students in learning communities and will work to implement the plan with support with the support of Learning Communities staff and the Business Operations staff.
3. Serves as liaison between the housing department and other departments on campus including the Center for Student Success, Lucky Day Scholars, Honors College, and other departments upon the expansion of living learning and theme community environments
- 4.

- Ability to communicate (verbal and written) and interact effectively with a diverse group of people for a variety of reasons, to include common inquiries, complaints, and provide quality feedback.
- Knowledge of basic accounting and budgetary principles.