



Job Title: Graduate Coordinator for Residence Life
Job ID: issued by TAM
Department: Housing
Full/Part Time: Part Time – Student Employee
Number of hours per week: 20
Regular/Temporary: Regular
Projected end date: n/a

POSITION SUMMARY:

The Graduate Coordinator for Residence Life reports to the Director of Housing and plays an integral role in the educational value added in on-campus living, including planning and coordinating student activities, fostering community development and accountability, supporting the Director of Housing and Student Conduct Office with behavior intervention and the adjudication of student disciplinary cases, and providing ongoing resource referrals for students. The position will support the recruitment, hiring, scheduling, supervising, development, and evaluation of student Resident Assistants and other part-time hourly student employees. Additionally, the position will serve in an on-call duty rotation, respond to crises and emergencies as needed, and may support other business and operations tasks within the housing department and the Division of Student Affairs.

This is a live-in position in the Bellevue College Residence Hall requiring evening, weekend, and holiday on-call duties. CPR certification will be required within 90 days of hire.

PAY, BENEFITS, and WORK SCHEDULE:

Salary: \$23 Hourly Annually

