University of Vermont: Residential Life Program Coordinator

The Program Coordinator (PC) will develop, implement, and administer major services, programs, and activities in support of a residentially based Learning Community, which offers academic and co-curricular programming to between 500 and 1,000 students. Duties will include: Planning and facilitating events and programs; fostering student leadership; developing service-learning and community service opportunities for students; serving as a liaison between the Learning Community and other University departments and community organizations; assisting with marketing; and supervising work-study students. The PC will provide higher-level administrative support for the Learning Community and work with students, faculty, and staff to foster an environment in which students are healthy, engaged, and successful. This is a full-time, 11-month position.

Specific Responsibilities:

- **Academic and Co-Curricular Programming:** Plan and facilitate Learning Community (LC) events, frequently in collaboration with other LCs and organizations
- **Student Learning and Leadership:** Foster, support, and encourage student learning, engagement, and leadership through programming initiatives within the Learning Community
- **Marketing and Communication:** Create systems for informing students and the greater community about activities (e.g. community bulletin boards, calendars, digital signage)
- **Collaboration:** Serve as a liaison with other Learning Communities and other campus and community organizations on special projects and joint initiatives
- **Supervision:** Supervise work-study students and provide support to Resident Advisors with regard to programming

Qualifications

Bachelor’s degree in a related field or one-to-three years’ related experience. Preference will be given to candidates who have a demonstrated commitment to diversity, social justice, and fostering a collaborative multicultural environment.

The University of Vermont is home to 10,513 undergraduates, 1,517 graduate students, 459 medical students, and 1,515 full- and part-time faculty and staff. Located in Burlington, Vermont (perennially voted one of America’s most exciting small cities), UVM’s setting in a valley on the shores of Lake Champlain, between the Adirondack and the Green mountain ranges, inspires visitors and residents.

Apply online: uvmjobs.com (Posting No. S1895PO)

The University of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, veterans and people from diverse racial, ethnic, and cultural backgrounds are encouraged to apply.