Colorado School of Mines invites applications for a Residence Life Coordinator.

Located in Golden, in the foothills of the Rockies, 13 miles west of Denver and 21 miles south of Boulder, Colorado; Mines has enrollment of over 5,500 students in undergraduate and graduate degree programs in engineering and applied science. For more information visit us at: www.mines.edu.

**Responsibilities:** Under the general supervision of the Associate Director of Residence Life, the Residence Life Coordinator (RLC) is responsible for the student experience within an area of one to four residence halls and/or apartment housing, consisting of 300-500 residents, and supervises (both directly and indirectly) 20-40 student staff members. The RLC serves on the professional staff team for the Department of Residence Life (“the Department”), and implements the goals and objectives of the Department on a daily basis. This position is a 12-month live-in position that requires flexible scheduling designed to address participation in the on-call rotation during weekday, weekend and holidays including fall break, Thanksgiving break, winter break, spring break, and summers. The RLC must possess excellent decision-making and leadership skills (i.e. after-hours emergency response) in the absence of the Associate Director of Residence Life. The responsibilities of this position are outlined below, but may change as the needs of students and Colorado School of Mines change.

**Qualifications:** Minimum qualifications include a bachelor’s degree from an accredited four-year institution of higher education and experience within a comprehensive residence life system in a higher education setting. A master’s degree in college student personnel, higher education administration, or related field is preferred. The Residence Life Coordinator must possess experience in the development and training of Residence Life staff; excellent communication and interpersonal skills; the ability to work collaboratively with students, faculty and staff; and outstanding administrative, planning and supervisory skills.

For a complete job description: [click here](http://www.mines.edu).

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

**Compensation:**
Salary Range $30,000-$35,000, with a full furnished on-campus apartment in the Residence Halls or Apartment Housing*, and meal plan when Dining Services is open as well as resources and time for professional development. Mines provides an attractive benefits package including fully paid health and dental insurance. Part of Mines’ mission is to create a family-friendly environment supported through our dependent tuition benefits, parental leave benefits, and dependent care assistance plan, as well as in special events, camps, and programming. For more information visit: [http://family.mines.edu/](http://family.mines.edu/)

Employment with CSM is contingent upon the satisfactory completion of a background investigation.
Department of Residence Life
Residence Life Coordinator

How to Apply: Applicants must send a letter of application and résumé addressing the position’s requirements, along with the names and contact information of three professional references to:

Colorado School of Mines, Human Resources Office, Search #16-RLC123, 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at fsearch@mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin by January 18, 2016. The Department of Residence Life will be available at the 2016 Placement Exchange: http://www.theplacementexchange.org/.

*If applicable, employment will be contingent upon the satisfactory results of a background investigation of candidate and his/her live-in spouse or partner.

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