

## Leadership in Student Affairs M.A. Program Graduate Assistantship or Internship Position 2022-23



Position Title:	Residence Hall Coordinator (2 positions open)
Type Of Position:	<input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	Concordia University, St. Paul
Institution Description:	Concordia University, St. Paul empowers you to discover and engage your purpose for life, career and service in a dynamic, multicultural, urban environment where Christ is honored, all are welcome, and Lutheran convictions inform intellectual inquiry and academic pursuits.
Supervisor:	Nicky Patton, Area Coordinator; Heidi Goettl, Dean of Students and Residence Life
Department Description:	Concordia University's Residence Life Department rests under the Dean of Student's office and the university's division of Student Life. Rooted in intrapersonal development, interpersonal competence, global and civic engagement, and leadership exploration and development, Residence Life is committed to providing the best on-campus experience for all residents.

<b>Appointment:</b>	<b>Compensation:</b>	<b>Remuneration:</b>
<input checked="" type="checkbox"/> Academic Year	<input checked="" type="checkbox"/> Stipend	Week Hours: 15-19
<input checked="" type="checkbox"/> 12 Months	<input type="checkbox"/> Hourly Wage	Payment Frequency: <b>monthly</b>
Start Date: 8/1/2022	<input checked="" type="checkbox"/> Parking Provided	Additional Notes: furnished, on-campus apartment; meal plan funds; personal office
	<input checked="" type="checkbox"/> Professional Development Funds	

### Position Description & Responsibilities

The Graduate Residence Hall Coordinator position manages the operations, behavior, development, and interactions within one of the four residence halls on Concordia's campus. This position is responsible for the supervision of student staff members, the monitoring of interpersonal complications between roommates, the facilitation of required conversations, and the management of programming and event planning. The position will oversee a Residence Life collateral assignment. The Residence Hall Coordinator serves in an on-call rotation for crisis and high-need situations.

### Qualifications

- Bachelor's degree
- Enrolled graduate student in the LSA program at the University of St. Thomas
- Experience working with students on a college campus in roles of a mentor, Resident Assistant, club leader, student employee, or student leader
- Ability to work with students from different backgrounds, races, ethnicities, classes, genders, sex, and orientation from oneself

### Application process & requirements

- **Contact Name:** Heidi Goettl
- **Address:** 1282 Concordia Ave., St. Paul, MN 55105
- **Phone:** 651-641-8704
- **Email:** goettl@csp.edu
- **Materials Needed:** Cover Letter, Resume, 3 Professional References

Instructions for applying: Email application materials to Heidi ([goettl@csp.edu](mailto:goettl@csp.edu)).

Anticipated timeline for scheduling interviews: Initial review of applications will begin in early March with phone interviews following. Potential on-campus interviews in April/May with offers out by mid-May.