

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description SE01**

NAME: \_\_\_\_\_ JOB TITLE: Campus Resident Life Coordinator

DIVISION/DEPARTMENT: Student Services

RESPONSIBLE TO: Director of Student Life/Dean of Students

MONTHS PER YEAR: 12                      HOURS PER WEEK: 40                      UPDATE: 5-18

**CREDENTIALS/EDUCATION:**

- Must be at least 21 years of age.
- High school diploma or equivalent required.
- Ability to deal assertively with emergency situations.
- Ability to maintain a high level of confidentiality.
- Ability to make effective decisions when necessary.
- Ability to work effectively with students, faculty, staff, and the public.
- Possesses adequate computer skills – (Microsoft WORD and EXCEL or similar programs).
- Uses proper grammar and spelling.
- Capacity to exercise tact, patience and discretion in communicating and dealing with persons that have varying backgrounds and temperaments.
- Must have a dependable and reliable work ethic.
- Must be able to lift up to 50 pounds.
- Familiar with blood borne pathogens laws and regulations.

**JOB PURPOSE:**

To protect people and property, preserve peace, and promote safety. This will be a live-in position, and will serve for the hours from 5 p.m. to 10:30 p.m.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Assist the Dorm Director and other security guards with enforcing college dorm policies and procedures.
- Assist the Dorm Director and other security guards with dorm supervision and management.
- Assist the Dorm Director and other security guards with enforcement of dorm policies and procedures.
- Assist the Dorm Director and other security guards with dorm check-in and dorm check-out as needed.
- Participate in Dorm staff meetings as scheduled by the Dorm Director.
- Supervise student resident assistants and monitor visitors going in and out of the dorms.
- Monitor and report on student behavior through hall and security camera monitoring.
- Assist with scheduled fire drills.
- Assist with scheduled drug dog activities.
- Assist local law enforcement officials as needed.
- Be available, as needed, to assist security guards when necessary.
- Work closely with the Director of Student Life, student resident assistants, coaches, and the Dean of Students to provide a safe/positive dorm experience for the dorm residents.
- Carry the College emergency telephone and be available as needed.
- Assist with and/or oversee room checks/searches.

- Submit the Nightly Activity Report to all designated parties at the end of each work period that includes documentation for activity during the work period.
- Communicate with other security guards on a nightly basis to inform staff of current situation.
- As needed, submit separate Incident Reports documenting significant incidents that occurred during the work period.
- Act as a positive role model and promote the development of a positive dorm environment.

Reviewed by Supervisor: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Salary is \$20,000 plus room and 19 meal/week plan.

All job descriptions are subject to revision based on changing needs of the college.