



DATE ISSUED: 12/16
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, Living Learning Communities

JOB SUMMARY

The Living Learning Communities Coordinator is directly responsible for the coordination of programs that promote student learning and academic success, which includes the implementation of structured learning communities, integrated programs and services, assessment and evaluation, and planning efforts with Student Life units and academic departments. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director, Student Development & Family Services

Supervises: May supervise Student Assistants, Peer Advisors

ESSENTIAL DUTIES - May include, but not limited to the following:

- Coordinates the implementation and expansion of living learning community programs within the Texas Woman's University residential system.
- Coordinates the selection and training process for the Peer Advisor position.
- Coordinates and implements the departmental assessment and learning community assessment and evaluation program, working directly with the Coordinator of Housing Information.
- Establishes, measures, and interprets outcomes related to learning community goals using various sampling methods.
- Works directly with academic and Student Life departments to refine existing programs and develop new programs.
- Plans and implements programs and field trips with the faculty and staff working with the learning community programs.

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- Works closely with the Assistant Director for Student Development and Family Services and the Director of Undergraduate Academic Programs to develop course content and manage instruction of the LLC sections of the UNIV 1231 course.
- Establishes, measures, and interprets outcomes related to learning community goals using various sampling methods.
- Serves as the advisor for the Living Learning Community (LLC) council. Provide leadership training, direction and resources for the students elected to this organization.
- Supervises and evaluates the Peer Advisors in conjunction with Residence Director staff.
- Coordinates the selection process for the Peer Advisor position, working with the Assistant Director for Student Development and Family Services.
- Publishes a semester calendar of events for the students as well as for the faculty and staff working with the program.
- Coordinates the recruitment and registration program for the living learning community program working closely with the two Assistant Directors on class registration and room assignments.
- Coordinate the annual recognition banquet and program for the LLC program involving students, faculty and staff.
- Coordinates the annual Living Learning Community Retreat.
- Assists in managing the living learning community budget comprised of registration fees for this program.
- Serves on departmental and university committees.

ADDITIONAL DUTIES

- Coordinates the recruitment and registration program for the living learning community program working closely with supervisor.
- Coordinates the annual recognition banquet and program for the LLC program involving students, faculty and staff.
- Serves as the advisor for the Living Learning Community (LLC) council.
- Provides leadership training, direction, and resources for the students elected to this organization.
- Performs other duties as requested.

EDUCATION

Master's degree in Student Personnel, Higher Education, Counseling or a very closely related field required.

EXPERIENCE

One year Residence life/housing related experience in areas such as staff supervision, facilitating student development activities, and involvement with student leadership organizations.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively, orally, by phone, in person, and in writing.
- Ability to work evenings and weekends.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

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SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Printed Employee Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.