



## **Residence Life Coordinator (Student Development Officer)**

Location: Happy Valley – Goose Bay Campus

Job Opening ID: 9412

Full-Time, Permanent

Commencing: As soon as possible

Deadline to Apply: Open until filled

### **PUBLIC POSTING**

**DUTIES:** The Residence Life Coordinator (Student Development Officer) will oversee all aspects of residence life for students living in College of the North Atlantic's Happy Valley-Goose Bay Residence complex. The successful incumbent will establish and maintain a positive residence community which will support and encourage academic success, personal growth, and development. This position will support and engage students in all aspects of Residence Life and will be accomplished primarily by planning, executing, and participating in events and activities throughout the year. This position will provide guidance and assistance to students in resolving issues and addressing student needs; train and oversee Resident Assistants; create a living environment that maximizes quality of life and fosters student learning and development; create awareness and promote student services and opportunities; plan, develop, and implement student engagement strategies and initiatives; maintain a strong presence within the residence community; assist with developing the residence handbook and resident assistant manual; act on various student services committees; perform check-in and check-out and assignment of rooms to students; review rules and regulations of residence with students; and ensure rooms are in good condition by identifying damage or abuse of property and reporting to management when necessary and other related duties. This position will require collaboration with several departments within the College to ensure residence students have a safe, positive, and successful college experience while maximizing residence life. Some evening and weekend work will be required. This position is included in the bargaining unit (NAPE, Support Staff).

**QUALIFICATIONS:** Candidates are required to demonstrate knowledge of student affairs and knowledge of planning and implementing activities, initiatives, and/or programs. Knowledge of issues and challenges facing aboriginal students would be preferred. The ability to develop and maintain effective relationships with internal and external stakeholders while being able to work independently under minimal supervision is necessary. Candidates must be able to manage a complex set of priorities utilizing effective organizational and time management skills. This position requires a culturally-sensitive individual who is enthusiastic about post-secondary student success and improving the overall student life experience. The ability to manage conflict and contentious issues in addition to strong written and oral communication skills are required. The knowledge and skills required for this role would have been obtained through the successful completion of an undergraduate degree supplemented by relevant experience in student affairs and experience planning and implementing activities, initiatives, and/or programs. Experience working within Aboriginal culture would be an asset. An acceptable combination of education and experience may be considered.

**SALARY: CG-E33- \$50,687.00-\$56,383.60 per annum**

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate may be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at [www.cna.nl.ca](http://www.cna.nl.ca). Proof of credentials and names of three professional references, including a current supervisor reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Sergio Deleon, Human Resources Consultant at [sergio.deleon@cna.nl.ca](mailto:sergio.deleon@cna.nl.ca) or by phone at (709) 758-7229.