

**Student Programs and Residence Life Coordinator**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

The Student Programs and Residence Life Coordinator lives in the Off-Campus Undergraduate Residence Hall (Scholars Hotel) and works with both the Student Involvement and the Residence Life teams in creating a safe, comfortable, supportive and inclusive learning environment for all students during their college experience. The Coordinator is responsible for developing and implementing relevant campus student leadership initiatives and co-curricular programs. The Coordinator oversees undergraduate off-campus housing, including managing room assignments and facility conditions, promoting residential intercultural exchange, resolving residential and interpersonal issues, and supervising a team of Resident Assistants to establish a community in the undergraduate residence hall(s).

In addition, S/he is a part of the Student Affairs team that participates in emergency on-call rotations after-hours, which includes weekend and holiday duty hours (approximately 3-4 weeks/semester). This list of responsibilities is not inclusive of all responsibilities, but is a general overview of expectations for the position. As the campus develops, additional responsibilities not listed below may be added and or expanded.

**Reports to:**

The Assistant Dean of Student Affairs and the Senior Residence Life Officer

**Essential Duties:**

- Oversee, Design and Implement Student Affairs student training needs including, but not limited to, student workers and RAs/GRFs.
- Assist in recruiting, supervising, and evaluating of student workers and RAs.
- Collaborate with a variety of DKU campus stakeholders (including academic program staff and faculty) to maximize student learning, development outside the classroom, and intercultural exchange.
- Perform other duties as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.
  - Student Programs Essential Duties:

- Oversee, Design and Implement Student Affairs club/organizational leader training (Student Leadership Academy).
- Contribute and assist with student involvement team on-campus programs and clubs/organizations.
- Assist with management of Duke Kunshan Engage student involvement software.
- Residential Life Essential Duties:
  - Manage off-campus undergraduate residence hall common spaces and facilities, including collaborating with all service providers (e.g., housekeeping and maintenance staff, security personnel, and other service partners).
  - Responsible for Residence Life Student Conduct Adjudication and refers cases to the Assistant Dean of Student Affairs for further adjudication or campus wide policy violations.
  - As part of the residential life team, assists with 1) Managing off-campus housing assignments for undergraduate students and 2) Reviewing, developing, and implementing residence hall policies and procedures.
  - Assist with management of RMS housing system software.

**Required Qualifications:**

- Bachelor's degree in a relevant field in education, student personnel, and related programs.
- Effective verbal and written communication skills in English.
- Demonstrated experience with co-curricular program development and assessment.
- Intercultural competency achieved and demonstrated by having lived, worked, or studied in an international, cross-cultural setting.
- Excellent interpersonal skills, with a desire to work in a team-oriented, dynamic, fast-paced, diverse environment.
- Excellent organization and planning skills.
- Commitment to supporting an innovative and intercultural learning community.

**Preferred Qualifications:**

- Master's degree in a relevant field in education, student personnel, and related programs.
- Three-year full-time experience in a residence life and/or related student affairs areas would be preferred.

- 1 to 3 years of live-in experience in university student housing and/or student activities/programming related area.
- Effective verbal and written communication skills in Chinese is preferred.
- Knowledge of the differences between Chinese and western higher education systems.
- Experience in handling student conduct cases.