



**CASE**

CASE WESTERN RESERVE UNIVERSITY



**NORTHWESTERN  
UNIVERSITY**

*A joint program of Case Western Reserve University and Northwestern University's Center for Talent Development*

### **Residential Coordinator Job Description Equinox at Case Western Reserve University**

The Residential Coordinator (RC) is responsible for running the residential component of a 3-week academic program for academically gifted and talented students on the campus of Case Western Reserve University. The RC will oversee the students and staff in the dorm throughout the program. The RC will hire and train staff, handle parent phone calls, deal with student discipline and handle emergencies. The following points outline the direct responsibilities of the RC. They describe the general areas in which the performance of the RC will be evaluated. More specific information about job performance and expectations may be found in the [Residential Coordinator Manual](#).

Dates of Employment: July 9-July 27, plus pre-session training dates TBD; some part time work during February to June

#### Pre-Session:

- The RC will be responsible with the Community Education Coordinator (CEC) and Program Coordinator (PC), for hiring a residential staff. Residential staff will be screened by and discussed with PC.
- The RC will attend RC training on Northwestern University's campus prior to Case session. Dates: TBD. In addition to RC training, pre-session duties include room assignments and staff training preparation (agenda, training binders, etc.) to be completed by TBD.
- The RC, in coordination with the CEC and Program Coordinator, will plan and execute all aspects of residential training for their staff. Staff training is TBD. The RC will continue to coach and train their staff throughout the session.

#### During Case Session (July 9-July 27, 2007)

##### 1. Administrative Duties:

- The RC will attend daily administrative meetings with the CEC. The RC will run daily meetings with the residential staff. The RC will participate in daily phone conference meetings with Program Coordinator.
- The RC is expected to communicate daily with appropriate staff, to ensure that the program runs smoothly.
- The RC will follow all rules and regulations concerning staff conduct, program procedures, and specific responsibilities as set forth by the program directors in the [Staff Manual](#) and elsewhere. The RC will also be responsible for any other reasonable tasks assigned by the CEC with input from Program Coordinator.

## 2. Residential Duties:

- The RC will reside in the dorm during the session and be available at all times, unless off-duty (see Compensation). The RC may not have other work or school commitments during the session. The RC must be available 24 hrs a day throughout the summer, except on days off.
- The RC is responsible for addressing the maintenance needs for the residential hall and making sure the building and rooms are ready for the students.
- The RC will oversee the planning and execution of afternoon, evening and weekend activities, including reserving buses and spaces for large activities on campus.
- The RC will buy supplies for their program and be responsible for staying within budget and documenting all spending. The budget will be provided by the CEC.
- The RC is the primary residential contact for parents and must deal with their concerns quickly, efficiently and appropriately.
- The RC must model good behavior and enforce rules with their staff. The RC will ensure that rules and procedures are enforced and will appropriately address student behavior when necessary, in consultation with the Program Coordinator.

## Post Session:

- The RC will evaluate staff after the session and prepare written evaluations of all staff at the end of the summer.
- The RC will create/update program binders, which will provide information for future The RC, as well as a list of concerns to still be dealt with, at the end of each summer.
- The RC must make sure that all materials have been stored properly and that the dorm is in good condition before leaving.
- The RC must ensure that all keys have been returned to housing and that all key deposit checks have been either returned to the parents or turned into housing. The RC will provide the CEC with a list of students whose key deposit checks were turned into housing.

## Compensation:

Salary: \$2600 per summer, plus room and board

Employment Dates: July 9-July 27, 2007

Training Dates: TBD

Time Off: 1 day (8pm Day 1 till 8am Day 3) and 1 night (6pm Day 1 till 8am Day2) off per session. CEC will be responsible for coverage during this time.