



Residential Life Coordinator

Menlo College, founded in 1927, is a private, four-year baccalaureate college specializing in business leadership and management. Located in the beautiful San Francisco Bay area in the Silicon Valley, Menlo College is situated in one of the most sought-after business and living environments in the world. With enrollment of approximately 700 students from the U.S., as far west as Hawaii and as far east as Florida, and from 25 countries around the world, Menlo College is multiculturally-rich and celebrates its diversity with popular events such as the Hawaii Club's Annual Luau. The faculty are devoted to undergraduate teaching and advising thereby offering a unique, relevant, and very personalized educational experience. Class sizes are small and students regularly interact with and are assisted by professors one-on-one through advising, mentoring, and extracurricular activities. Nearly half of the students participate in eight men's and seven women's, NCAA Division III and NAIA or Calpac sports teams. Fully one-third of the College's graduates have leading roles across a broad spectrum of business and industry. At least ten percent of its alumni are presidents, CEOs, or senior officers within public corporations.

The primary function of the Residential Life Coordinator position is to provide leadership to on-campus residential areas (population of approximately 400 in five residence halls) and serve in the roles of supervisor, educator, counselor, and administrator. The Coordinator is responsible for developing and maintaining residential communities which foster the growth and success of Menlo students. The Coordinator reports directly to the Director of Residential Life and Judicial Affairs and works closely with the other Residential Life Coordinator and the Office of Student Affairs.

Additional Responsibilities: To lead Resident Assistants in creating a community atmosphere in the Residence Halls; assist in selecting, training, and supervising Resident Assistants; collaborate with the Judicial Board to administer the judicial system in the Residence Halls; adjudicate disciplinary cases; assist with budgeting for the area; assist with resident assignments, room changes, and room consolidation processes; coordinate administrative functions in the area to include damage assessment, student billing, room inspections, check-in, and check-out; participate in the Residential Life on-call rotation; coordinate the daily operations of the Student Affairs office; represent the Office of Residential Life on campus committees as assigned and at campus events; perform other duties as assigned by the Director of Residential Life and Judicial Affairs.

Qualifications: Bachelor's Degree in Higher Education Administration or related field from an accredited university/college is required (Master's preferred). Previous experience in Residence Life strongly desired. Must have strong written and verbal communication skills. A demonstrated commitment to community development within a campus environment is essential. Final candidate selection is contingent upon successful completion of credit and criminal background checks.

This is a full-time, live-on campus, 12-month position. Annual salary is \$30,000 plus an on-campus apartment, utilities included, with amenities and a generous meal plan during campus dining facilities hours. The apartment amenities include internet, cable, and phone services. To apply, please send a cover letter, resume, and the names, email addresses, and phone numbers of at least three references to: Office of Residential Life, c/o Jessie Guillot, Director of Residential Life, Menlo College, 1000 El Camino Real, Atherton, CA 94027.

Menlo College, www.menlo.edu, employs only individuals lawfully authorized to work in the United States, and is an Equal Opportunity, Affirmative Action, Americans with Disabilities Act employer. Priority review of application materials will begin on February 8, 2010. Start date is as soon as possible, but is negotiable.