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| Position Title | Residential Life Coordinator |
| Group/Portfolio | Corporate Services – Campus Life |
| Classification | HEW 7 |
| Position Number | 00050812 |
| Reports To | Manager – Griffith Accommodation |
| Employment Type | Fixed Term |

1.0 Position Purpose

The Residential Life Coordinator is responsible for providing strategic, policy and operational advice to the Accommodation Manager on trends in student living, current student issues and best practice in collegiate programs. The incumbent is required to develop the Residential Life program to foster academic development and enrichment, monitor student welfare and pastoral care and improve college members' overall well-being while on college. The incumbent will be required to be flexible with working hours and to work out of normal office hours on some occasions.

2.0 Eligibility Requirements

- Completion of a relevant degree with substantial relevant experience, or an equivalent combination of relevant experience and/or education/training
- Be eligible for, or hold a blue card

3.0 Key Responsibilities

- Research, develop and implement programs that promote and foster educational and collegiate activity within the Residential Colleges. This will incorporate academic endeavour, student leadership, health and wellbeing and events & activities.
- Under the broad direction of the Accommodation Manager, lead, develop, manage and evaluate the recruitment, selection, training, performance and ongoing development of Student Leaders.
- Provide leadership and direction to the Residential Life team through coordinating annual social, cultural and educational programs in conjunction with residents and college leaders.
- Implement the Community Standards and where required apply policies and procedures relevant to conduct and maintaining good order in the college community.

- Effectively manage residential incidents in relation to mental health, wellbeing and college culture.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self and Others section of our [Capability Development Framework](#).