General Job Description

The Residence and Student Affairs Coordinator is responsible for the development and implementation of a First Year Experience Program at Berklee – Valencia during the academic year 2017/2018. The Residence and Student Affairs Coordinator will be charged with the development and implementation of student programming, student support services and resources, and core residential life functions in order to provide a vibrant student experience. While acting as the first point of contact for First Year Abroad students, the Student Affairs Coordinator in Valencia will also provide logistical, administrative and on site support for all student programming and student support services, including core residential life functions, relating to all undergraduate students in Valencia (Study Abroad, Summer Study Abroad and, when applicable, Summer Performance students).

This position includes educational, supervisory and administrative functions that promote student engagement, academic success, personal development, and a strong sense of community. The Residence and Student Affairs Coordinator is a twelve-month, live-in professional position on the Berklee Valencia Campus reporting to the Director for Student Affairs at the Valencia Campus (*** Housing expenses will be included in the salary***).
Essential Duties and Responsibilities:

- Create and implement a community building strategy that promotes student engagement and retention for the First Year Abroad Cohort.
- Attend all departmental, divisional and Galileo training sessions and workshops, as required.
- Plan, implement and participate in a minimum of 6 extracurricular programs for undergraduate students per semester that align with departmental learning outcomes.
- Provide oversight to several student support and engagement services, including, but not limited to the Resident Activities Coordinator, First Year Experience Advisory Board (if applicable), Student Peer Health Mentors, Student Advisory Board, and Clubs and Organizations.
- Work with faculty and/or staff to develop community-specific programs and initiatives.
- Serve on-call and as a member of the Student Emergency Response Team; provide appropriate follow up to student incidents; work in partnership with other on-call team members, including Campus Safety, Academic Affairs, Berklee’s Medical Assistance Team and the Counseling staff to develop a support plan for students.
- Serve as a student Conduct Hearing Officer; participate in regular meetings to discuss cases; adjudicate and sanction students in violation of college policies; and maintain timely and accurate judicial records.
- Serve on Student Affairs division committees and represent department through collaborative programs and events.
- Develop and implement programming and training to support First year students in their transition back to the Boston campus.
- Work in close and regular partnership with residence hall management team (including academic team, reception, security and maintenance staff) to:
  - Ensure that the needs of Berklee students in the residence hall are well taken care of
  - Ensure that Berklee students know and abide to Galileo internal rules, as well as those pertaining to Housing life at Berklee.
  - Identify collaborative opportunities that can further assist the integration of Berklee students with other residents, as it relates to the Residence Life experience.
- This is a live in position at the Galileo Galilei residence hall.
- Other duties as assigned.
Position Requirements:

- Bachelor's Required, Master's Degree Preferred in Student Personnel, Counseling, Education or related field required. Berklee Alumni who have participated in Study Abroad at the Valencia Campus encouraged to apply.
- Excellent administrative, as well as written and oral communication skills are required.
- Strong organizational and record keeping skills
- Creativity, self-motivation, and ability to work in groups as well as independently strongly preferred.
- Ability to manage projects, delegate tasks, and provide excellent customer service required.
- Positive attitude.
- Bilingual: Spanish and English