

Position Title/Description

Löhe Hall Project Coordinator

Duties & Responsibilities to Löhe Hall

- Assist with the planning & implementation of a kick off event for Löhe project
- Assist with the planning & implementation of an end of the year event for Löhe projects
- Assist with the planning & implementation of reflection projects for Löhe projects
- Maintain regular communication with suites and track project progression
- Meet with suite representatives 1-2 time per semester (and as needed)
- Make contact with suite advisors 1-2 time per semester (and as needed)
- Assist with the recruitment & publicity during the housing sign-up process
- Assist with faculty & student evaluation the Löhe living experience
- Attend weekly meetings with the Residence Hall Director
- Other duties as assigned

Duties & Responsibilities to Residential Life

- Semester door decorations and monthly bulletin boards
- Planning monthly activities for staff
- Attend weekly staff meetings
- Liaison to Student Senate Hall Council
- Participate in fall, winter, and monthly Residential Life training sessions
- Assist and support the Resident Assistant Staff in various situations including emergency, conduct, and community building
- Assist with the opening and closing of the building for the academic year and breaks
- Other duties as assigned

Qualifications/Preferred Characteristics

- Maintain good academic standing (2.7 or above GPA)
- Excellent organizational skills
- Ability to work with diverse groups of individuals including students, faculty, & staff
- Ability to work in a team oriented and ambiguous environment
- Strong written and verbal communication skills
- Basic knowledge of word processing and spreadsheet programs
- Be a strong role model and campus resource
- Ability to motivate self and others
- Have no outstanding conduct concerns with the college

Preferred

- Previous Resident Assistant experience
- Previous experience with participation of a project in Löhe Hall or The Residence