

RESIDENTIAL CARE COORDINATOR FOR STUDENT SUPPORT

Key Duties:

- Under the supervision of the Assistant Director for Student Support the Coordinator engages directly with resident students, parents/guardians, and key Department/University staff regarding mental health and other critical incident management.
- Assists in the development and implementation of wellness and mental health support initiatives for para-professional Residence Life Staff
- Responsible for training campus staff in emerging trends on how to support the needs of students with mental health issues and work in concert with campus staff to plan and implement community programming around various wellness topics.
- Creates program and workshop options to be added to the Student Support “Menu of Programs”.
- Serve as a resource to specific student populations, as a consultant and advocate for their concerns, and respond to students and parents with concerns in a compassionate and timely manner.
- Serve as the point person for either mental health case management or programming and outreach depending on skill set, interest, and needs of the Student Support unit.

Key Qualifications:

- Requires a master’s degree in student affairs administration, higher education, or a closely related field.
- Experience in case management OR programming & outreach
- The Residential Care Coordinator for Student Support must possess the ability to work with a highly diverse population
- Excellent problem solving skills and a strong commitment to customer service and student development
- Must be detail orientated, have good writing skills and have knowledge of computer data base systems
- Serves on an on-call duty rotation. This is a live-on campus position. A valid driver’s license is required.

#1

Public National University in New Jersey
U.S. News & World Report

#2

National State for Education
U.S. News & World Report

1

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Residential Care Coordinator