

A tall, white, classical-style clock tower with two clock faces, set against a blue sky with light clouds. The tower is part of a larger building structure at the bottom. The text 'MEMORIAL TOWER' is visible on the building's facade.

LSU

SEARCH PROFILE

Residence Coordinator
Department of Residential Life

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A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS

Dear Candidate,

At LSU, we work diligently to create the conditions that make a difference both in the lives of students and for the state of Louisiana. Regardless of the unit, the DNA of student affairs work at LSU is predicated on three priorities. Foremost, we maintain a **commitment to quality** which is rooted in the belief that LSU students deserve our best effort. Every interaction we have with students should communicate care, relevance, polish, and attention to detail. We work to ensure every space, place, and staff-to-student interaction **communicates a sense of home to students**. Finally, we design programs, services, events, and experiences with **everyone in mind**. Yes, this is a lofty undertaking, but something our students deserve!

I chose to move myself and my family to LSU because I believed in the potential of LSU and felt our division’s priorities aligned with my professional beliefs. Today, even more than when I first arrived, LSU’s greatest success lie ahead, and I am confident our division will help play a significant role in this process!

In our search for the next Residence Coordinator, we seek to provide a value-added experience for you. To that end, leadership opportunities for this role are designed to address institutional and divisional needs and clearly define essential skills for this key team member.

We are looking for an optimistic colleague who is invigorated by solving problems and overcoming challenges and who believes deeply in the transformational potential of public higher education to change lives and improve communities. If this is the work that interests you, we hope you will consider learning more about this position at LSU.

Thank you, and Geaux Tigers!



Brandon Common
Vice President for Student Affairs



Brandon Common
Vice President for Student Affairs



OVERVIEW OF LSU AND THE FLAGSHIP CAMPUS

LSU comprises eight campuses stretching across Louisiana and includes more than 60,000 students and research expenditures amounting to more than \$543 million, and growing each year. Within LSU are two health sciences centers offering various levels of degrees in medicine, dentistry, allied health, nursing, public health, and graduate studies. The LSU Agricultural Center encompasses both extension responsibilities and agricultural research. The Pennington Biomedical Research Center is a premier research institute specializing in chronic disease, diabetes, and obesity. LSU Shreveport offers degrees at the undergraduate and graduate level and has an emerging online presence. LSU Alexandria is a four-year institution serving the central region of the state. LSU Eunice is a junior college offering degrees and certificates in health, business, and liberal arts.

LSU's flagship campus, located in the state capital of Baton Rouge, is Louisiana's premier public institution. It is a land-, sea-, and space-grant institution enrolling some 39,000 students studying in nearly 200 bachelor's, master's, doctoral, and specialist programs. The flagship campus includes the Paul M. Hebert Law Center and the state's only School of Veterinary Medicine. There are more than 5,000 employees with a budget of more than \$1 billion on the flagship campus.

Over the past 20 years, LSU has consistently produced finalists and winners of the Rhodes, Truman, Goldwater, and Udall Scholarships. Several of LSU's programs are ranked top in the nation, including the Robert Reich School of Landscape Architecture in the College of Art & Design and the Internal Auditing program in the E. J. Ourso College of Business, which is internationally known as one of the top such programs in the world. LSU faculty and students contributed to the 2017 Nobel Prize in Physics with the discovery of gravitational waves, which were predicted by Einstein but not previously recorded. And Forbes recently recognized LSU among the top 20 universities in the country that dominate in both academics and athletics.





COMMUNITY COMMITMENT

LSU believes that engagement is essential for creating a vibrant and enriching university experience. We strive to provide equal opportunities for students, faculty, and staff, ensuring that everyone has the chance to thrive and succeed. Our commitment extends to creating a safe and accessible campus, where individuals can feel secure and supported in their pursuit of knowledge and personal growth. Above all, we prioritize excellence in all aspects of our work, aiming to uphold the highest standards of education, research, and service. Learn more about the [Division of Engagement, Civil Rights, & Title IX](#).

LSU IS AN EQUAL OPPORTUNITY EMPLOYER

LSU is an Equal Opportunity Employer. View [PS-01 Equal Opportunity Policy](#) for more information.

EMPLOYEE BENEFITS

LSU offers outstanding benefits to eligible employees and their dependents including health, life, dental, and vision insurance; flexible spending accounts; retirement options; various leave options; paid holidays; wellness benefits; tuition exemption for qualified positions; training and development opportunities; employee discounts; and more. [Explore LSU Employee Benefits](#).

WE'VE GOT IMPORTANT WORK TO DO

8,500+

students living on campus each year

\$500 Million

Invested in residential facilities over the past decade

40+

colleagues on the Residence Education team

WELCOME TO BATON ROUGE

Louisiana has arguably **the most colorful history and fascinating culture of any state in the nation**. Baton Rouge, French for “Red Stick,” is the capital city of Louisiana. Situated on the banks of the Mississippi River, it represents the best of Louisiana’s vibrant culture. **Just minutes from LSU, downtown Baton Rouge is a hot spot** where you can attend an art exhibition or concert or watch the sun set over the Mississippi River.

Over the last several years, the Baton Rouge area has enjoyed an unprecedented economic expansion—offering employment opportunities in diverse industry sectors.

Why Baton Rouge?

Baton Rouge is a **cultural crossroads** between the Cajun heartland of Lafayette (located about 55 miles southwest) and the birthplace of jazz and home of **Mardi Gras**, New Orleans (located about 80 miles to the southeast). **Housing options in Baton Rouge are diverse** and include historic neighborhoods like Spanish Town and the Garden District, river front apartments and chic, loft-style condos like the Commerce Building, cozy family neighborhoods, and sprawling mansions.

Our city boasts **award-winning public and private school options**; more than **900 restaurants**; **live concerts** ranging from home-grown favorites to superstars like Kenny Chesney and James Taylor; a **world-leading medical research center**; a variety of **museums**, including one that houses a 65-million-year-old triceratops skull and a 5,000-year-old mummy; a nationally recognized, award-winning **public library system**; more than **180 parks** across the region; and much more. No matter your age or interest, the Baton Rouge Area is a great place to call home.



Downtown Baton Rouge has numerous leisure, culinary, and cultural activities in which to participate.



Louisiana’s wildlife and nature is unrivaled in beauty.



ABOUT THE DEPARTMENT OF RESIDENTIAL LIFE

The LSU Department of Residential Life is committed to making campus home for students.

In more than 3 million square feet of space, the housing team creates intentional communities and living-learning experiences to support students for the 153 hours they spend outside the classroom each week so they are ready to excel inside the classroom. And we think that starts with a good night's rest.

ABOUT THE DIVISION OF STUDENT AFFAIRS PRIORITIES

Three priorities guide our work in the Division of Student Affairs. Foremost, we maintain a commitment to quality which is rooted in the belief that LSU students deserve our best effort. Every interaction we have with students should communicate care, relevance, polish, and attention to detail. We work to ensure every space, place, and staff-to-student interaction communicates a sense of home to students. Finally, we design programs, services, events, and experiences with everyone in mind.



RESIDENCE COORDINATOR POSITION OVERVIEW

Reporting to an Assistant Director for Residential Education, the Residence Coordinator (RC) is a full-time, live-in professional staff member. The RC is responsible for the day-to-day operations of a residence hall or group of residence halls including graduate and undergraduate student staff supervision, community development and building management, process administration, and general departmental responsibilities.

GENERAL RESPONSIBILITIES FOR THIS POSITION INCLUDE:

- Provide direct supervision, guidance, development, and support to a Graduate Residence Coordinator and a staff of undergraduate Resident Assistants.
- Maintain visibility and presence within the assigned community, directing programming initiatives and providing support to students.
- Serve as the primary point of contact for processes and administration within assigned community.
- Serve as a member of the departmental on-call rotation, providing on-scene response to crises utilizing departmental protocol and procedures.
- Contribute to departmental and divisional work through attendance and engagement at staff meetings, trainings, and events.

ATTRIBUTES OF THE SUCCESSFUL CANDIDATE:

- Collegial team-player who actively builds authentic and mutually beneficial relationships, who is able to influence others without positional authority, who puts institutional priorities before their own interests, and who is unconcerned with where credit for accomplishing institutional objectives is assigned.
- Track record of effective leadership and management that includes the development of staff, the ability to articulate clear expectations and provide timely feedback and the willingness to redirect behaviors, practices, or attitudes that are misaligned with institutional or divisional objectives, or that are inconsistent with the maintenance of a positive work environment.
- Dedicated Housing Professional, who is interested in advancing their career in the field of Housing and Residential Life and has an understanding of the demands and challenges of working in this area.
- Maintains a strong appreciation for the educational and social value of a broad-based community and a demonstrated commitment to accessible and welcoming programs, services, events, and experiences.
- Does not begin with no but is willing and able to say it with kindness when appropriate and necessary.
- Being philosophically and ethically grounded, but with an interest in curiosity and innovation. An understanding that the best practice is one that is most relevant to LSU students at this moment in time –a reality that is ever-changing.

OPPORTUNITIES FOR IMPACT

Engage in Proactive Community Development

LSU is in the process of transforming work processes and institutional focus to a holistic retention-based lens on student engagement. Residence Coordinators have the opportunity to create meaningful community development in their assigned community to enhance students’ feeling a sense of home and connection to the larger institution.

Operate with a Student-Focused Lens

Residence Coordinators at LSU are asked to operate with a high level of responsiveness and investment in the residential students they oversee. Through a partnership with LSU CARES, our institutional team that handles reported concerns, RCs prioritize students by engaging in timely, supportive interventions with students in their residential community through the supervision of their staff, participation in the student conduct process and execution of administrative processes.

Participate in Solution-Oriented Thinking to Enhance the Student Experience

Successful Residence Coordinators operate with the design and focus on solving the problems that are placed in front of them. The RC must operate with the lens of always making things better today than they were yesterday, by pursuing marginal gains approach to enhance the quality of the product we provide to students.

RESIDENTIAL EDUCATION AT-A-GLANCE

View the complete organization chart and team members at lsu.edu/housing.



RESPONSIBILITIES

Administration & Building Management (30%)

Serve as the primary point of contact for departmental paperwork and processes within the assigned residential community; Oversee and manage front desk operations including payroll, Desk Assistant supervision, and staffing concerns in collaboration with the Desk Operations Coordinator; Coordinate the opening and closing of assigned residential community at designated times (fall opening, winter break closing, spring opening, and end-of-year closing); Coordinate with assignments staff for occupancy management efforts; Manage maintenance and facility issue follow-up; Monitor spending of community budget

Staff Supervision (25%)

Provide day to day supervision of a Graduate Residence Coordinator, a staff of 11-18 Resident Assistants, an Office Assistant, and Desk Assistants within their community through regular individual and all-staff meetings; Actively participate in staff recruitment, selection and training efforts of all staff members; Execute the staff evaluation process; Recommends personnel actions to the Assistant Director for Student Staff and communicates personnel actions to direct report(s)

Community Building & Student Development (20%)

Maintain visibility and presence within the assigned residential and campus community, serving as a positive role model for staff and students; Direct and assess community development and student learning initiatives in assigned area with special attention paid to community council, academic resources, and departmental assessment initiatives; Support academic initiatives including in-community tutoring, Residential College program, LLCs, and faculty presence in community where applicable; Support and implement programs to further established departmental goals; Respond to parent concerns as appropriate and involving supervisor for escalation needs

Student Outreach & Crisis Management (15%)

Serve as a member of the departmental on-call rotation; Utilize and follow departmental protocol and procedures; Provide on-scene response to campus situations and offer support for Resident Assistants (RA) in conjunction with emergency response personnel; Mediate roommate and group-related conflicts; Serve as a campus security authority, university hearing officer, and case manager/conduct administrator for assigned community

Quality Control (5%)

Ensures every aspect of programmatic outputs including administrative tasks, implementation, and overall design exudes a high degree of quality. Embraces and executes the marginal gains approach and seeks to increase level of all services, events, programs, and experiences in department for continuous improvement every academic year; Implement departmental assessment initiatives to guide data-driven decisions and student outreach

Other Duties as Assigned (5%)

- Participate in major Division of Student Affairs events (e.g. Move-In Day, Family Weekend, Disability Services Finals Testing, etc. — minimum of 40 hours annually).
- Support the Communications Manager and broader Career Center goals as needed.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Two academic semesters of residence hall staff experience at the graduate level or higher, or related student affairs experience.
- LSU values skills, experience, and expertise. Candidates who have relevant experience in key job responsibilities are encouraged to apply; a degree is not required as long as the candidate meets the required years of experience specified in the job description.

DESIRED QUALIFICATIONS

- Master's Degree in College Student Personnel, Higher Education Administration or a related field
- Experience with managing competing priorities, large scale programming and planning, and/or staff supervision and group advising



SEARCH PROFILE

Qualifications, Applications, and Contacts

SPECIAL REQUIREMENTS/EXPECTATIONS

Ability and willingness to work frequent evening and weekend hours.

In accordance with University PS-18, this position is considered essential and may be required to report or stay on camps in the event of emergency or closure.

As with all LSU employees, due to this position title and/or responsibilities, this position has an obligation to assist students in the acquisition of necessary services. Should a student appear in need of or seek assistance with issues of an emotional, behavioral, or mental health related matter they should be referred to the proper service within the Student Health Center. In situations where the student creates an impression that they are a danger to themselves or others, the advisor should immediately contact the Care Team, the Dean of Students or the appropriate law enforcement agency. The employee outside of those rights contained within FERPA should create no impression of client or patient confidentiality.

APPLICATIONS

Applications will be accepted online on the LSU Careers website. The search committee will begin reviewing applications immediately and continue to accept applications and nominations until the position is filled. **Interviews are planned to start the week of February 16, 2026.** Requested application materials include a letter of interest; curriculum vitae or resume; and the names, telephone numbers, and e-mail addresses of at least three professional references. One of the professional references needs to be your most recent supervisor. Salary will be competitive and commensurate with qualifications. An offer of employment is contingent on a satisfactory pre-employment background check.

External applicant link:

https://lsu.wd1.myworkdayjobs.com/LSU/job/Grace-King-Hall---Office/Residence-Coordinator_R00112864

Internal applicant link:

[https://www.myworkday.com/lsu/d/inst/1\\$9925/9925\\$50428.html](https://www.myworkday.com/lsu/d/inst/1$9925/9925$50428.html)

CONTACT INFORMATION

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