

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Coordinator of Campus Life (Rangely Campus)

DEPARTMENT: Student Services - Campus Life

REPORTS TO: Associate Dean of Students & Campus Life

SUPERVISES: Campus Life part-time staff as needed / Resident Advisor's & Work Study students assigned within the department.

FLSA: Exempt X Non-Exempt _____

DOCUMENT STATUS: New/Date: _____ Revision # 1 Date: 5-6-2024

TRAVEL: Travel is required

SALARY: \$31,000.00 - \$35,000.00/year (Salary is commensurate with education and experience)

On-campus Housing is provided. Excellent benefit package including retirement and health insurance is available.

SICK LEAVE: 10 hours/month **ANNUAL LEAVE:** 15 hours/month

COLLEGE-WIDE X **CAMPUS:** X **RANGELY** **CRAIG**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success by preparing students for local and global citizenship, anticipating, and responding to the needs of surrounding communities, and contributing to evolving regional economic developments. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, the National Park Service Academy, and a Paleontology Plan of Study. We also offer great opportunities for students in our Automotive Technology, Cosmetology, Cybersecurity, Dental Hygiene, and Nursing programs. The college provides AA, AS, and AAS degree programs, along with certificate programs for students to have excellent choices for their career plans.

GENERAL SUMMARY:

(Please note: On-campus housing is provided/required for this position)

The role of the Coordinator of Campus Life is to provide a safe living and learning environment while enhancing student engagement for all student types. This position directly supports the College's mission and vision by focusing on student success, retention, and completion initiatives and will assist the Associate Dean of Students & Campus Life in requirements from HLC co-curricular assessments. Shall adhere to Clery Act, Title IX compliance, conduct, student rights and responsibilities. The Coordinator of Campus Life at CNCC provides ongoing training, evaluation, and supervision for student leaders. The Coordinator will demonstrate ongoing integrity in FERPA and responsible stewardship within student privacy act. The Coordinator of Campus Life will also collaborate by working with other departments and local communities to deliver the best opportunities for an atmosphere of development, engagement, and inclusion to all students.

PRIMARY DUTIES WITHIN CAMPUS LIFE:

Housing:

- Meet office hours and professional duty rotation expectations. Respond to emergencies and maintain a strong presence within the Residence Halls during on-call schedule.
- Assist the Associate Dean of Students & Campus Life with room assignments for new and returning students, room change requests, and damage billing utilizing the E-rezlife software system.
- Manage the Campus Life resident assistants' selection, training, and supervision.
- Hold weekly Campus Life Staff meetings and attend monthly floor meetings.
- Serve as a mentor and resource for student residents.
- Assist the Associate Dean of Students & Campus Life with conduct. Understand, participate in and enforce the conduct system, particularly as related to specific residence hall policies.
- Maintain and review duty logs and address incidents utilizing appropriate procedures.
- Submit all maintenance and custodial needs through ticket system. Follow up with Facilities Department on progress of tickets at weekly facilities meeting.
- Help develop and maintain housing webpages on the CNCC website.
- Responsible for development of primary prevention and awareness programs in campus housing for incoming students as well as ongoing prevention and awareness campaigns pursuant to the Violence Against Women Reauthorization Act on dating and domestic violence, sexual assault, and stalking, in collaboration with college staff responsible with overseeing Clery Act compliance.
- Work alongside the Coordinator of Campus Security & Emergency Management to ensure the safety of all campus wide residents. This may include assisting in the organization of drills, trainings, and seminars to ensure student housing is safe with conducive living and learning environment.
- Assist with check-ins and checkouts in resident halls.
- Inventory and check out of resident hall keys as needed.
- Coordinate and assist with Campus Life part time staff to schedule on-call shifts to ensure 24/7 coverage for student needs.
- Coordinate and assist with rounds during on-call schedules.
- Perform other duties as assigned by the Associate Dean of Students & Campus Life.

Student Engagement:

- Responsible for assisting with the development of student training and awareness programming in campus housing regarding unlawful discrimination and harassment prevention, which includes sexual misconduct, in collaboration with the Equal Opportunity/Title IX Coordinator for the College. Other student development needs such as alcohol and drug prevention, suicide prevention, communication, and conflict resolution.
- Coordinate/assist Campus Life part-time staff and student leaders with campus programming and student activities.
- Focus engagement to DEI efforts.
- Advisor to Student Government, Student State Advisory Council and liaison for clubs and organizations.
- Help develop and maintain the departmental webpages including the Student Life Facebook page.
- Perform other duties as assigned by the Associate Dean of Students & Campus Life.
- Provide oversight of student activity areas including scheduling open hours, supplies, keys, etc.
- Participate in co-curricular assessments to meet HLC requirements.

- Assess effectiveness of student life, activities, and community programs for continuous improvement in activities.
- Perform other duties as assigned by the Associate Dean of Students & Campus Life.

Student Rights, Responsibilities and Conduct:

- Assist in maintaining campus standards and expectations through CNCC student handbook, Clery, Title IX and other student policies and procedures.
- Under the direction of the Associate Dean of Students & Campus Life, develop, update and administer procedures within the residence halls and college wide, that comply with student conduct policies.
- Respond to issues affecting the campus community as it relates to student conduct and student disciplinary procedures and practices.
- Report all incidents in a timely matter, whether directly or indirectly, that you become aware regarding Civil Rights, which includes all sexual misconduct incidences to the Equal Opportunity/Title IX Coordinator for the College.
- Participate in assigned departmental, interdepartmental, system, and regional committees and/or teams.

ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

Education and Training: Associate degree in a related field from accredited college or university.

Prior Related Experience: Experience living and working in a residence hall or similar group living environment.

Licensure/Certification: Valid Driver’s License.

Other:

- Possess diplomacy, tact, and the ability to use good discretion with confidential student information.
- Excellent verbal and written communication skills to communicate with students/parents/families and collaborate effectively with campus partners.
- Demonstrated maturity in leadership and decision-making
- Experience in program development, dispute resolution skills and experience in conflict-resolution

PREFERRED QUALIFICATIONS:

Education and Training: Bachelor’s Degree in related field (Higher Education, Student Development, Counseling or Social Work degree)

Prior Related Experience: 3-5 years Residence Life Experience. Experience in student learning outcomes assessment

Other:

- Knowledge of the Clery Act, Title IX, and other federal and legal regulations, policies and guidance related to student conduct processes and procedures in higher education.
- Knowledge of student development and emerging issues in college student conduct/discipline, with demonstrated ability to engage students in educational process

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policy 19-60.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Vice President of Student Services, as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or jennifer.rea@cnc.edu and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or brett.caskey@cnc.edu. Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Executive Director of Human Resources, at 970.675.3235 or angela.miller@cnc.edu. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea
Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Zachary Stevenson
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3312

Deputy EO Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

ADA/Section 504/Title II Coordinator

Name: Brett Caskey
Address: 500 Kennedy Drive, Rangely CO 81648
Phone: 970.675.3213

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing					X	
Walking					X	
Ability to be Mobile				X		
Crouching (bend at knees)			X			
Kneeling/Crawling			X			
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot				X		
Climbing		X				
Balancing	X					
Reaching Overhead		X				
Reaching Extension		X				
Manual Dexterity			X			
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work			X			
Other Sensory Requirements	X					
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)				X		
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
Other environmental requirements:		X				

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____