



## **Residential Life Coordinator Position Description**

### **INSTITUTIONAL PURPOSE & VISION**

*Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 16 months to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:*

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

### **VALUES & STANDARDS**

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of **COMMUNITY, FAITH, SERVICE & RESPECT**, and they are expected to reflect them through their daily actions to all other employees, students, and families.

*Cotter Schools challenges you to be the difference*

#### **GLOBALLY LEARNING**

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

#### **FAITHFULLY SERVING**

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

#### **TOGETHER IN COMMUNITY**

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

### **GENERAL SUMMARY**

Cotter Schools is seeking a full-time **Residential Life Coordinator** who understands that the student experience is a complex reality involving both a challenging academic curriculum and engaging co-curricular activities. The Residential Life Coordinator provides organization & management of activities and operations of the residence center to enhance the student life experience.

## **RESPONSIBILITIES & DUTIES**

- Work with the Director of Residential & Student Life to oversee the day-to-day operation of a residence hall including supervision, organizational planning, programming, counseling, discipline, facilities and administrative tasks.
- Help facilitate the training and scheduling of Resident Mentors and possible other student staff
- Works to create supportive, nurturing atmosphere in the dorm & provide academic support, counseling and resources to students.
- Shares after-hours on-call duties.

## **QUALIFICATIONS AND SKILLS**

- BS/BA in a related educational or administrative field or the equivalent of education and experience
- Related experience in campus housing management.
- Must demonstrate strong organizational, supervisory, and multi-tasking skills.
- Must possess a working-knowledge of the comprehensive scope of Cotter Schools.
- Must possess exceptional communication skills.
- Must be able to work with confidential information.

## **BENEFITS**

- Job Type: Full-time Exempt
- This is a salaried 11-month position with a Monday-Friday schedule from 9:00am to 5:00pm and two weeks of paid vacation.
- Benefits package including health, dental, life/long-term disability insurance, and pension plan contributions.
- Cotter employee tuition discount:
  - 50% off for grades K-12
  - 20% off for early childhood education & childcare

## **TO APPLY**

Please send an e-mail with a resume and cover letter to:

**Marie Barrientos, Director of Residential Life**  
[mbarrientos@cotterschools.org](mailto:mbarrientos@cotterschools.org)