

# UNIVERSITY OF WISCONSIN STOUT

<b>Job Title:</b> Hall Coordinator	
<b>Supervisor:</b> Residence Life Coordinator of assigned hall	<b>Department:</b> University Housing
<b>E-mail:</b> <a href="mailto:hoffmanan@uwstout.edu">hoffmanan@uwstout.edu</a>	<b>Phone:</b> 715-232-2353
<b>Start Date (preferred):</b> July 31, 2023 (summer opportunity to start as early as May 30)	<b>End Date:</b> End of the Spring Term 2025
<p><b>Compensation:</b> \$12,000 for 10-month contract, 20 hours/week when UW-Stout classes are in session. Other weeks may be 40 hours/week. Opportunity for summer employment will also be available at \$15.00/hour.</p> <ul style="list-style-type: none"> <li>• On-campus housing , a 100-meal <a href="#">BlockPlan</a>, and a laptop computer provided.</li> <li>• Parking permit for one vehicle is provided by the department.</li> <li>• Partners welcome and pets allowed.</li> <li>• Summer employment available up to 40 hours/week; compensation depending on start date.</li> <li>• Professional Development funds available for conference travel and subject to possible University travel restrictions. Funds are also available by request for webinars, online courses (other than the Coordinator’s formal degree program) and other development resources.</li> </ul>	
<b>About the Institution:</b>	<p>Located in Menomonie, Wisconsin, the University of Wisconsin-Stout is one of 13 four-year public institutions in the University of Wisconsin System. UWS alumni enjoy a 98.7% rate of finding employment or continuing their education after graduation. The institution consists of over 45 undergraduate majors and 20 graduate programs, approximately 9,500 students total, over 160 student organizations, and a student to faculty ratio of 20:1. Stout is a comprehensive, career-focused polytechnic university with three times as many labs as lecture halls to immerse students in industry-relevant, hands-on learning, partially in thanks to industry partners such as Target, Thomson Reuters, Sony, and 3M. For more information, please view the university <a href="#">website</a>.</p>
<b>Primary Duties:</b>	<ol style="list-style-type: none"> <li>1. Supervise Resident Advisors and Desk Assistants, including selection, training, evaluation, and providing on-going staff development.</li> <li>2. Advise the Hall Leadership Committee (HLC) and work with student leaders to create events and programs that meet the needs of residents and create communities that support university efforts toward inclusive excellence.</li> <li>3. Perform rounds of the building(s) several times per week, noting indicators of student involvement and appropriate levels of cleanliness, safety, and maintenance. Submit work requests as necessary. Establish good communication with the custodial staff members.</li> <li>4. Implement housing conduct policies and serve as a first-level conduct hearing administrator.</li> <li>5. Manage roommate or suitemate mediations, community and floor interventions, and building responses to emergency situations as needed.</li> </ol> <p><b>Additional Responsibilities:</b> Requires evening and some weekend hours</p> <p>For further questions about the department, please view the <a href="#">Graduate Hall Coordinator site</a> or contact Ann Hoffman, Assistant Director, University Housing at <a href="mailto:hoffmanan@uwstout.edu">hoffmanan@uwstout.edu</a>.</p>