



IVCCD

NOTICE OF VACANCY

POSTED INTERNALLY:

7/30/2021

MAY BE POSTED EXTERNALLY:

8/4/2021

POSITION:	Residential Hall Complex Coordinator 10 Month Programming
STATUS:	Part-Time - 19 hours or less hours per week
CLASSIFICATION TYPE:	Stipend
LOCATION:	Marshalltown Community College
JOB SUMMARY:	The Residential Complex Coordinator of East will assist the Director of Student Engagement and Residence Life , with coordinating, and supervising resident hall students, according to college policies and procedures as well as for the educational and personal well-being of the students. This is a 10-month live-in position with meal plan.
EDUCATION/ EXPERIENCE:	Associate degree required, Bachelors degree preferred. Three years appropriate experience in higher education preferred. Experience in supervising college students/young adults and experience with student housing preferred.
ABILITIES:	<ul style="list-style-type: none">-Requires independent decision making, ability to exercise good judgment, and use of critical thinking skills.-May work in an environment of shifting priorities; frequent interruptions; hectic pace; and interaction with students, staff and/or the public.-Working knowledge of computer software programs which may include Word, Excel, institutional mainframe computer system software, or similar programs.-Excellent written and oral communication skills including proficiency in business English, grammar, punctuation, and spelling.-Ability to handle highly confidential matters and materials with discretion.-Ability to work independently as well as be a collaborative team player in completing assigned tasks and meeting deadlines.
BASE WAGE:	Stipend pay varies by position.
BENEFIT INFORMATION:	
TO APPLY:	<p>Internal Applicants: must send a completed Internal Application Request form to ivccdjobs@iavalley.edu. This form can be downloaded from SharePoint, under Intranet/Human Resources. If not submitting a cover letter and resume, please note that the existing documents from the HR file should be added to the form for committee review.</p> <p>If you experience issues completing the employment application online please update your web browser or use a different browser and try again.</p> <p>External Applicants: Please click here for our online application http://www.iavalley.edu/district/forms/affirmative_action.php.</p> <p>Applicants will be asked to include cover letter and resume once the on-line application is ready to be submitted. Contact information is also located on our website.</p> <p>Faculty Positions: Send unofficial transcript(s) with application materials. Official college transcript(s) will be required at the time of hire.</p> <p>Non-Faculty Positions: Official college transcript(s) will be required at the time of hire.</p> <p>Athletics/Coaches: Official college transcript(s) are required only if combined with a regular faculty or non-faculty position.</p>
CLOSING DATE:	Open until filled

IVCCD is committed to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.