**Residence Life Coordinator**

The Student Affairs Office at Cleveland Institute of Art invites applications for the full-time twelve (12) month live-in Residence Life Coordinator. The successful candidate creates and develops a comprehensive residential experience to residents of a 200-bed residence hall/apartment building. The coordinator oversees four resident assistants in maintaining health and safety standards for the hall; provides social and educational opportunities based on sound student development principles and theory; maintains acceptable standards of behavior based on College rules and regulations; maintains all records related to residence life; and facilitates all processes related to residence life. Conducts residential administrative processes, including, opening/closing halls, health and safety inspections, room changes, census reports, work orders, and on-duty and crisis management responsibilities**.** As a member of the Student Life and Housing team, the Residence Life Coordinator will assist with campus programming, have opportunities to advise student groups, and impact the overall student life program at the college.

A bachelor’s degree required; master's degree in college student personnel, higher education administration or counseling preferred. and three to four years of administrative experience in the area of residence life is required. The ideal candidate will: understand the role that a residence life program plays in the development of college students; have the ability to help students develop positive attitudes toward learning and confidence in their ability to learn; and promote diversity, inclusion, equity and justice.

We encourage applications from members of groups that have been marginalized or underrepresented in art and higher education and who will contribute to the breadth and diversity of our community.

**Compensation**

This is a full-time exempt position. Compensation is commensurate with experience and qualifications. Cleveland Institute of Art offers a benefit package including; vacation, sick, personal time accrual as well as additional time off while the college is closed during winter break; health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, free campus parking, and inter-museum council discounts.

**Review of applicants will begin May 6, 2022 and will continue until position is filled.**

*Cleveland Institute of Art (CIA) is committed to increasing diversity in our community and* *actively pursues individuals from all backgrounds. Additionally, CIA complies with all* *applicable federal, state and local laws and provides equal opportunity in all educational programs* *and activities, admission of students and conditions of employment for all qualified individuals* *regardless of race, color, sex, religion, age, disability, sexual orientation, protected veteran status,* *gender identity or national origin.*

**ABOUT CIA**

The Cleveland Institute of Art is one of the nation's leading accredited independent colleges of art and design. Since 1882, the college has been an educational cornerstone in Cleveland, Ohio, producing graduates competitive as studio artists, designers, photographers, contemporary craftspeople, and educators.  With approximately 600 students, CIA offers a personal educational experience with the benefits of a larger institution. Students choose from 13 majors and live and work in Cleveland’s University Circle, one of the country’s most unique cultural centers – recently named by *USA Today* as the “Best Arts District” in the country.

The mission of CIA is to cultivate creative leaders who inspire people, strengthen communities, and contribute to a thriving and sustainable economy through an innovative education in art and design.  Visit our website at: [www.cia.edu](http://www.cia.edu)

**CIA Vaccination Requirement Notice**

Cleveland Institute of Art (CIA) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CIA has implemented a vaccination requirement policy for its students and employees.

All employees are required to receive the Covid-19 vaccination as determined by CIA and provide proof of their fully vaccinated status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious or moral belief must request a Request for Exemption form from Human Resources to begin the interactive accommodation process after an official offer of employment is accepted. Accommodations will be considered and/or granted where they do not cause CIA undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at [hr@cia.edu](mailto:hr@cia.edu).