

UConn Pre-College Summer

Hall Coordinator Job Description

(2 positions available)

PROGRAM OVERVIEW:

UConn Pre-College Summer (PCS) is committed to providing a safe and supportive living-learning environment, allowing rising high school sophomores, juniors, and seniors to explore their academic interests, while gaining knowledge of institutional activities and social environments on a college campus. PCS serves as an exploratory experience where students will gain an understanding of the college classroom with engaging University faculty and explore nuances and areas of college-life at a nationally ranked public University.

POSITION OVERVIEW:

Under the supervision of UConn Pre-College Summer (PCS) administration, the Hall Coordinator (HC) is responsible for the safety of program participants and the supervision of residential staff to coordinate a positive academic, social, living, and learning environment. This **full-time, live-in, 24/7 appointment** requires **commitment** (including weekends) for the program period of **June 21st, 2026 – August 1st, 2026**. Arrival to campus for training will be scheduled for **June 10th, 2025**.

Hall Coordinator duties are demanding and require maturity, genuine concern for program participants and staff, strong interpersonal and leadership abilities, effective crisis response management skills, and an understanding of Pre-College Summer goals and policies.

The position will include room and board for training and the 4-week program and a stipend (NEW HC RATE: \$5,460.00 before taxes and RETURNING HC RATE: \$5,760.00 before taxes).

POSITION RESPONSIBILITIES AND DUTIES:

General and Student, Staff, & Community Development

- Participate in a mandatory 3-day training prior to Summer Residential Assistant (Summer RA) staff arrivals
- Assist, facilitate, and participate in mandatory 7-day training for Summer RA staff
- Strive to establish a cohesive team with residential staff to help cultivate a positive familial community

- Attend weekly to bi-weekly one-on-one meetings with the Summer Residence Hall Director
- Actively assist with and coordinate participant check-in, orientation, team building activities, safety trainings, etc. every Sunday during the program
- Facilitate student conduct policy and behavioral expectation overview during weekly student orientation
- Coordinate and assist in supervising check-outs and field trip days at least one Saturday during the program
- Supervise Summer Residential Assistants (Summer RAs) and residence halls to collaborate/coordinate program activities/events
- Supervise Summer Residential Assistants (Summer RAs) at the Recreation Center during allotted participant hours and coordinate scheduling.
- Create and present engaging workshops and social programming for program participants
- Perform day-to-day administration and coordination of residence area and always assure order, within established guidelines and in cooperation with other Residential Life and University personnel
- Attend and participate in all staff meetings, activities, and academic/social workshop programs
- Perform administrative duties as assigned including, but not limited to: distributing information, completing incident and facilities maintenance reports, creating door and bulletin board decorations, and checking and responding to email and phone communications
- Maintain open communication with parents of participants; communicate with parents/guardians in-person and via phone to address questions, concerns, emergencies, etc.
- Reside in assigned residence hall room throughout the duration of the summer program
- Assist in the evaluation of Summer RAs staff at close of the Program
- Perform other tasks as assigned and as needed

Risk Management and Policy Enforcement

- Collaborate with Summer RAs to examine and assure participant safety/security including fire safety and medical/emergency responses and handle all emergencies in accordance with established procedures
- Serve in an on-call rotation over the duration of the program for emergency situations
- Remain available and/or on-call to PCS staff, students, and parents 24 hours/day, 7 days a week

- Implement and uphold PCS, Residential Life, University, and other applicable policies, rules, regulations, & laws
- Facilitate disciplinary and conduct meetings with students and follow-up with their parent/guardian to inform of the situation
- Keep PCS professional staff and Hall Director informed and up-to-date on incidents, including communicating staff and participant concerns in a timely fashion, and reviewing and maintaining appropriate incident reports and records
- Maintain appropriate records and compile reports as needed or requested
- Maintain privacy and/or confidentiality when handling participant, staff, and community incidents and conflicts
- Be knowledgeable of, enforce, and personally abide by all University policies and procedures, as well as federal and state laws

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Previous experience as a Resident Assistant or Hall Coordinator in a campus setting
- Excellent leadership and interpersonal skills, and an ability to communicate clearly and effectively
- Highly developed conflict management skills and ability to address concerns with students as well as fellow staff members
- Able to become familiar with the UConn Storrs campus and residence halls (including rules, regulations and policies)
- An understanding of the needs of, and interest in working with, high school sophomores, juniors, and seniors
- A desire to work collaboratively with and lead a highly functioning team
- Ability to adapt easily and think quickly in fast-paced, ever-changing situations and emergencies
- Must be eligible to work in the US (International students on F-1 and J-1 visas may work on campus within the employment rules authorized by their visa [UConn International Student Employment](#))
- Have **no other scheduled commitments** that would conflict with performing the duties/schedule of this role (classes, research, appointments, jobs, practice, GA commitments, etc.)

PREFERRED QUALIFICATIONS:

- Master's degree or pursuing master's degree in school psychology, school counseling, higher education/student affairs or similar fields

- Prior experience working in a similar setting and/or program with minors on a college campus

NOTE: Selected candidates will be required to complete an online portion of CPR/First Aid training and an online Minor Protection training before official training begins. A criminal background check of selected candidates is required through the UConn Office of Minor Protection.

ADDITIONAL DETAILS:

Position Description: Please note that changes may be made to this position description.

A resume and letter of recommendation are **REQUIRED** for all applicants. A cover letter is encouraged for your application.

Qualified applicants will be invited to participate in a group (in-person) and individual interview (either in-person or via online video) in February 2025. Please take note of the [application timeline](#).

For more information or if you have any questions, please contact Briana Reid-Maloney, PCS Graduate Assistant, at ahy25001work@uconn.edu. **Use Subject Line:** PCS Hall Coordinator Position

TO APPLY FOR THIS POSITION, PLEASE USE THE FOLLOWING LINK:

<https://precollege-summer.uconn.edu/summerjobs/>

Pre-College Summer
University of Connecticut
368 Fairfield Way, Unit 4171
Storrs, Connecticut, 06269-4171
Phone: 860-486-0149 | **Fax:** 860-486-4868
Email: pcs@uconn.edu

Leadership Staff Roles and Responsibilities Comparison

Category	Hall Coordinator (HC)	Residential Counselor for Welfare (RC)
Primary Focus	Supervising residential life, staff, and student conduct; ensuring safety, engagement, and smooth operation of residential programming.	Supporting student well-being and mental health; managing crises and sensitive issues involving student welfare.
Supervision & Oversight	Directly supervises Summer Residential Assistants (RAs) and residence hall operations.	Works closely with RAs and coordinates with HC/HD but focuses more on individual student care than operations.
Programming Responsibilities	Coordinates check-ins, orientations, field trips, and team-building activities. Leads workshops and social events.	Develops wellness-centered programming (e.g., mental health workshops, stress management sessions). Plans nightly activity schedules.
Crisis Response	Responds to emergencies, enforces policy, and leads conduct meetings; part of on-call rotation.	Specializes in crisis intervention for mental health or behavioral concerns. Handles triage and sensitive issues during evening and overnight hours.

Communication with Families	Addresses general questions, emergencies, and conduct concerns with parents/guardians.	Communicates primarily about welfare and mental health-related issues with families.
Administrative Tasks	Incident reports, maintenance requests, program prep, RA evaluations.	Incident and triage reports, wellness programming planning, RA evaluations.
On-Call Requirements	24/7 availability; part of on-call emergency rotation	24/7 availability; focuses on crisis response, including after-hours situations