Position Description

College/Division: Residential Experience
Faculty/School/Centre:
Department/Unit:
Position Title: Community Coordinator
Classification: ANU Officer 2/3
Position No:
Responsible to: Deputy Head of Residence
Number of positions that report to this role: Nil
Delegation(s) Assigned: Nil

PURPOSE STATEMENT:
The Community Coordinator is responsible for assisting with the coordination and development of academic and social aspects of the Hall community.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Community Coordinator must be a current ANU postdoctoral fellow, graduate student or later-year undergraduate student currently enrolled at the ANU, or intending to enrol/have accepted an offer for study.

Under the broad direction of the Deputy Head of Residence, the Community Coordinator is expected to be an effective and obvious presence within the Hall, offering skills and experience that enrich residential life. The Community Coordinator will assist in emergencies when needed (e.g. when the Deputy Head of Residence or the Head of Residence is absent/ unavailable) and act as a team leader to all the Hall’s residents.

The role is for a single contract period with the possibility of one further extension. The Community Coordinator will reside at the Hall during his/her appointment and will occupy designated accommodation which will be charged at the standard room rate.

Role Statement:
The Community Coordinator is a prominent contributor to the collegiate life of the Hall and is expected to be a role model for all residents. Working cooperatively with other staff and fellow residents, the Community Coordinator fosters a supportive living and learning environment in the Hall.

As a member of the Hall’s team the Community Coordinator will:

• Assist in the coordination and delivery of induction and enrichment programs for residents.
• Advise the Head of Residence and/or Deputy Head of Residence of any maintenance or security issues requiring attention.
• When necessary, refer pastoral and/or disciplinary advice and report concerns about individuals or the Hall community to the Head of Residence and/or Deputy Head of Residence.
• Maintain an effective and obvious presence in Hall and engage in a range of residential activities.
• Engage with the residents to build the Hall ethos and sustain a spirit of community.
• Support the various interest groups in Hall by encouraging resident participation, whilst assisting residents to interact with the broader ANU community and the larger Canberra Community.
• Facilitate and attend meetings, including but not limited to, Residential Scholar team meetings.
• Assist with the recruitment, development and direction of Residential Scholar teams.
• Attend on-going development and training to support the Community Coordinator role.
• Undertake other duties consistent with the classification level of the position.
Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

The Community Coordinator will also participate in an on-call roster to support Residential Scholars and may be required to act as the Resident-on-Duty during academic breaks or as required.

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**Important Note:**
This appointment is subject to a security (criminal) check to be undertaken by the University. The successful applicant agrees to disclose to the University such details as required for this check to be undertaken. Should the results of the security (criminal) check be unsatisfactory to the University, the terms of this appointment may be withdrawn in whole or in part. If the University becomes aware that the applicant failed to make a complete disclosure, the University may terminate this appointment on the grounds of misleading and deceptive behaviour.

- The successful applicant will be required to undergo a Working With Vulnerable People (background-checking) registration.
- It is a requirement of this position that you hold a current Senior First Aid Certificate, or willingness to obtain one.

See the [classification descriptors for general staff](#)