

OPEN POSITION: Residential Coordinator (yearly live in position)

SUMMARY OF POSITION: The W.L. Gilbert Trust is seeking an experienced adult or couple interested in living on campus and being Residential Coordinators for international students attending The Gilbert School. The Gilbert School serves American and international high school students in grades 7-12. Residential Coordinators are responsible for enforcing the policies and expectations of The W.L. Gilbert Trust consistently to create a productive and respectful environment within the dorm. Residential Coordinators must monitor the health and safety of students while also guiding them to make the best choices as they navigate a new environment. In this role, Residential Coordinators must advocate for students, show strong leadership skills, and be committed to the development of each of their students.

POSITION RESPONSIBILITIES:

- Provide a healthy, safe learning environment for students
- Have open lines of communication with students
- Create an environment within the dorm that fosters academic achievement, encourages personal growth and builds a sense of community
- Hold students accountable for the rules and policies of the program
- Attend meetings as required by the administration
- Communicate with school staff and administration to support students
- Run daily study halls, student check-ins and house meetings
- Transportation of students to events and social activities when needed
- Attend events and activities to support students in their involvement outside the classroom

PREFERRED QUALIFICATIONS:

- Bachelor's degree
- Housing/student life experience
- Experience working with teenagers
- Experience working with international students

COMPENSATION: The Residential Coordinator(s) will have their own private apartment within the dorm. This is a 12-month live-in position, including a 15k stipend per academic year plus free room and board. The basic outline of the Residential Coordinator position has been included, but it is not an exhaustive list of all required functions of the position. Additional tasks may be assigned by the administration as deemed necessary. The W.L. Gilbert Trust is an Equal Opportunity Employer. Interested candidates should send a letter of interest, resume and three references electronically to timothy.cronin@gilberttrust.org

* The W.L. Gilbert Trust is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.