Position: Student Life Associate  
Full Time, 10 months (August – May)  
VSC UP, Professional, Administrative and Technical Bargaining Unit (PAT) bargaining unit, Exempt, VSC Grade 10.

NOTE: This is a live-in position. Work schedule varied and weekend/evening hours are required.

Location: Randolph Center campus

Compensation: Salary in range of low $20 K plus room and board. Includes UP PAT benefits package.

Responsibilities: Primary function to manage, coordinate and carry-out a variety of key administrative functions and duties for the Office of Residential Life. Duties will be assigned from Athletics and Admissions Offices within the timeframes aligned around the respective seasons for recruiting and coaching.

Residential Life: Oversee a designated residence hall and assist with assigned Student Affairs duties. Other duties include but not limited to: implement appropriate procedures during emergency or crisis situations in residence halls in conjunction with supervisor, Physical Plant, Public Safety, Health Services and off-campus agencies; interpret and enforce a variety of residence life policies and procedures governing student behavior; informally investigate, assess and determine appropriate methods of resolving interpersonal and community problems; supervise a variety of tasks related to the physical maintenance of assigned residence hall.

Admissions/Recruiting (during specified times): Participate in Fall and Spring events including Open Houses, Try a Major Day, Saturday Info sessions. Work closely with Admissions office to assist both athletes and international students throughout the admissions process; travel to recruitment events in and out of state; call and email all athletic prospects, applicants for all sports and majors.
**Athletics**: Coach one or more USCAA athletic teams and oversee or assist in one or more areas within Athletic Department for duties related to the team(s) to be coached. To include but not limited to: recruiting, establishing practice as well as holding practice sessions, preparing for and holding practice sessions, assist with scheduling and coordinating athletic travel, transportation, and accommodations. Manage and report sports information including releasing statistics to the press as well as to conference sites.

**Qualifications:**

Bachelor’s degree, with Master’s degree in student personnel or counseling preferred, plus one or more years of experience as a student resident assistant or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good administrative and supervisory skills.
- Ability to deal effectively with students as a leader and advisor, as well as a wide range of college personnel, parents, and others outside the college.
- Coaching experience desirable.
- Strong interpersonal, written and verbal communications skills essential.
- Broad base of knowledge and skills related to coaching, recruiting, fitness center operations and other related relevant experience critical.
- Familiarity with Vermont Technical College, international students and student athletes a plus.
- Valid Vermont driver’s license required.

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**Starting Date:** August 1, 2016

**Application Deadline:** Applications accepted until position is filled. Applications received after the first screening will be considered at the discretion of the College. **Incomplete application materials will not be considered.**

**To Apply:** Submit a mandatory Vermont Tech employment application, with resume, cover letter and contact information for three references to jobs@vtc.edu. Employment application is available on the VTC website: [www.vtc.edu](http://www.vtc.edu).

**NOTE:** THIS POSITION IS SUBJECT TO A FINGERPRINT-SUPPORTED CRIMINAL BACKGROUND CHECK. ANY OFFER OF EMPLOYMENT IS CONDITIONAL UPON THE SUCCESSFUL RESULTS OF THIS CHECK.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other underrepresented backgrounds. Vermont Tech is an Equal Opportunity employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.