Residence Life Coordinator (Live-In)

Time Type: Full time
Employment Type: Temporary, up to 2 years contract
Location: United College at the University of Waterloo
Job Grade: G
Hiring Range: $62,070 - $77,587*
Reports to: Director, Student Life
Direct Reports: Don Team members (approximately 7), Peer Leaders

The Opportunity

Do you thrive on building community, supporting student success, and creating meaningful experiences? As the Residence Life Coordinator (RLC), you will play a pivotal role in shaping a vibrant, inclusive, and supportive residential community for approximately 440 students living in our undergraduate and graduate residences.

Working closely with a team of student leaders, including Dons and Peer Leaders, you will mentor and empower students, foster a strong sense of belonging, respond to resident concerns, promote community standards, and support student well-being. Through your leadership, you will help create a residence environment where students feel safe, connected, and supported throughout their university journey.

This live-in position offers a unique opportunity to make a lasting impact on students' lives while providing day-to-day leadership within the residence community. The successful candidate will participate in a 24/7 on-call rotation and serve as a trusted resource for students and student staff alike.

*Compensation includes a taxable benefit for on-site living accommodations, with an estimated annual value of $10,060.

Experience & Competencies:

The ideal candidate will demonstrate the following experience, skills, and competencies:

- Demonstrated experience leading, coaching, and developing student leaders, staff, or volunteers.
- Strong understanding of student development, community building, and creating inclusive living and learning environments.
- Experience planning and delivering student engagement, orientation, leadership, and educational programming.
- Proven ability to support students through conflict, transition, wellness, mental health, and other personal challenges, with appropriate referral and resource navigation skills.
- Experience applying policies, facilitating conduct conversations, and responding to incidents with sound judgment and consistency.
- Ability to manage multiple priorities, coordinate projects, and work collaboratively with diverse stakeholders.
- Strong organizational, administrative, budget management, and record-keeping skills.
- Excellent interpersonal, communication, and relationship-building abilities.

- Confidence responding to emergencies, managing risk, and participating in on-call responsibilities.
- Experience in residence life, student affairs, higher education, or a related student-focused environment is considered an asset.

Abilities, Qualities, and Attributes:

- Student-centered with a genuine commitment to student success, well-being, and development.
- Strong relationship-builder who creates inclusive, welcoming, and engaged communities.
- Confident and approachable leader who motivates, coaches, and supports others.
- Excellent communicator with strong interpersonal, conflict resolution, and active listening skills.
- Sound judgment and professionalism when handling sensitive, complex, or high-pressure situations.
- Resilient, adaptable, and able to balance multiple priorities in a dynamic environment.
- Highly organized, detail-oriented, and capable of working independently and collaboratively.
- Demonstrates integrity, discretion, cultural competence, and a commitment to equity, diversity, inclusion, and belonging.

Equity Statement:

United College is committed to providing equal employment opportunity to all individuals. The College is committed to removing any and all discriminatory attitudes or practices that might impede equal opportunity.

The College further recognizes that members of certain groups have been historically subject to discrimination in our society and continue to face barriers to equitable employment opportunity. The College is therefore committed to the principle of equity in employment for marginalized groups.

Positions are open to qualified candidates who are legally entitled to work in Canada.

United College is committed to accessibility for persons with disabilities. If you have any application, interview, or workplace accommodation requests, please contact Human Resources at utdcareers@uwaterloo.ca or 519-885-1460, ext. 25227.

Application Process & Deadline:

All applications should be received by November 13, 2026. Interested candidates are invited to send their resume and cover letter to utdcareers@uwaterloo.ca, together in a single document.