

POSITION ANNOUNCEMENT

Housing Coordinator

The Milwaukee Institute of Art and Design (MIAD) seeks a full-time Housing Coordinator, reporting to the Director of Residential Living & Student Engagement, to join our student services team with an anticipated start date in January 2023. This live-in position is responsible for supervising a multi building residence life operation, housing approximately 450 students residing in five buildings. This position leads the RA staff to ensure the buildings are safe, policies are enforced, and residents' needs are addressed.

Responsibilities include, but are not limited to:

1. Serve as the first point of contact for resident students and in cases of emergency within MIAD Student Housing.
2. Maintain a positive relationship and facilitate professional communication between MIAD and General Capital-owned MIAD Housing. Responsibilities include:
 - a. Document and direct student concerns to necessary parties.
 - b. Lead weekly staff meetings.
 - c. Maintain MIAD academic year and summertime programs through established agreements and contracts.
3. Serve as primary support for MIAD's current 13 undergraduate RA's.
4. Respond to various housing and academic concerns brought up by students through problem solving, utilizing all available resources, and refer students to others as appropriate.
5. Support the Director of Residential Living and Student Engagement to advise and coach Student Party and other student organizations when necessary.
6. Serve as point of contact in the evening for residents during summer programs for approximately 3 weeks in July.
7. Serve on committees and attend departmental/college meetings.
8. Establish, coordinate, and supervise a wide array of residence hall programming including, social and developmental activities, floor meetings, and all-hall meetings as needed.
9. Serve as academic advisor to 10-15 first year students.
10. Perform other duties as assigned by the Director of Residential Living & Student Engagement and/or Dean of Students.

Required Qualifications and Experience:

- Bachelor's degree from an accredited college or university is required.
- Experience Preferred in Residential Life/higher education.
- Must have the ability to live on-site to provide support to residents.
- Must maintain a valid drivers license and maintain insurability to drive.
- Ability to de-escalate complex situations.

- Demonstrated experience maintaining a high-level of integrity and discretion in handling confidential and sensitive information.
- Ability to work with diverse groups of individuals and situations with a high degree of diplomacy, discretion, and professionalism required.
- Working knowledge of MS Office applications including Word, PowerPoint, database knowledge, email software, and web tools for searches and networking.
- Effective oral and written communication skills.
- Ability to work predominantly in-person.
- Ability to work independently with the ability to appropriately escalate issues to the Director of Residential Living & Student Engagement or Dean of Students.

Application Process and Deadline:

Qualified applicants should submit the following information in **one (1) pdf** document via email to:

housing-coordinator_group@miad.edu

- ✓ A letter of interest/cover letter
- ✓ A resume
- ✓ Contact information for three (3) professional references.

The initial review of applicants will occur after December 7, 2022 and will continue until the position has been filled.

MIAD offers an attractive benefits package, including health, vision, and dental insurance. All final candidates extended an offer must successfully complete reference and background checks.

ABOUT MIAD

As an accredited, nonprofit college, MIAD provides a transformative Bachelor of Fine Arts education that prepares students of diverse backgrounds for fulfilling and financially rewarding careers. MIAD fosters innovative and entrepreneurial thinking that benefits our students and our corporate and nonprofit partners.

MIAD is entering the fifth year of our current strategic plan. [View the plan.](#)

MIAD is proud to serve students of all backgrounds and recognizes our opportunity to advance equity and inclusion. Under the direction of our inaugural Director of Equity and Inclusion and with input from community partners, MIAD developed a Three-year Equity and Inclusion Action Plan. [View the plan.](#)

MIAD enrolls 850+ students and employs 200+ faculty and staff. The college's nationally ranked programs include Communication Design, Product (industrial) Design, Illustration and Animation, Interior Architecture and Design, New Studio Practice: Fine Arts and 18 academic minors. MIAD has been named a Top Design School by Graphic Design USA for five consecutive years.

MIAD brings robust career pathways and college-readiness experiences to high school youth and provides cultural experiences and programming to the Greater Milwaukee community. Companies that have hired MIAD interns and graduates include Delta Faucet, Generac, Harley-Davidson Motor Company, GE Healthcare, Google, Kohler Company, Kohl's Corporation, Milwaukee Tool, NASA and Nike.

MIAD is central to the development of Milwaukee's Historic Third Ward, which was named one of America's Top 12 ArtPlaces. The Historic Third Ward is Milwaukee's most desirable downtown neighborhood, with Lake Michigan as our backyard and walkable distances to dozens of restaurants, galleries, and boutiques. www.miad.edu

MIAD is committed to a teaching, learning, and working environment free from all forms of discrimination and harassment. The college prohibits students, employees, contractors, volunteers, and visitors from engaging in discrimination and harassment based on any individual's age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, gender identity, gender expression, genetic information, religion, arrest record, conviction record, military service, veteran status, use or nonuse of lawful products off MIAD premises during nonworking hours, and any other legally protected characteristic. This prohibition applies to all of MIAD's educational programs and activities—including admissions—as well as all employment actions, including but not limited to recruiting, hiring, promotion, demotion, compensation, and benefits.

OUR MISSION

We ignite curious minds through art, design, and service.

OUR VISION

We will be a galvanized educational and creative community, addressing universal needs through our thought, design, and expression.

OUR VALUES

COURAGE, to seek our own path

INTEGRITY, to pursue our lives and work with meaning

KINDNESS, to thoughtfully engage with others

COMMUNITY, to positively contribute to the world around us

INNOVATION, to meet universal challenges in new ways

INCLUSION, to find strength in diversity

LAND AND PEOPLES ACKNOWLEDGMENT

The Milwaukee Institute of Art & Design (MIAD) occupies land on the banks of the Milwaukee River in what is presently known as Wisconsin. This land is the home of Ho-Chunk, Menominee, Potawatomi and Ojibwe peoples, and it is the historic and present-day home of peoples who were forced by colonizers to leave their ancestral lands and migrate to and through this state. [Learn more here.](#)