The Kansas City Art Institute is accepting applications for Residence Life and Student Activities Coordinator. The start date will be June 1, 2016.

Description
The Residence Life and Student Activities Coordinator is a twelve-month live-in position that is responsible for the management of residence life operations, as well as student activities and events. Major emphases are in management of the Living Center, oversight of student activities and recognized student organizations, and other college initiatives and events as needed. The Coordinator reports to the Assistant Dean of Students and requires a flexible schedule, which may include evenings and weekends.

Education experience and requirements
• Bachelor’s degree required
• Minimum of one year of experience in student personnel services, residence life, and/or student activities.

About KCAI
The Kansas City Art Institute is a four-year, independent and NASAD-accredited college of art and design founded in 1885. It is located in the cultural heart of metropolitan Kansas City, MO., in immediate proximity to the Nelson-Atkins Museum of Art and the Kemper Museum of Contemporary Art. The college enrolls about 650 undergraduate students regionally, nationally and internationally. For more information visit www.kcai.edu.

Application deadline and procedures
This position is open until filled.

Apply by email to: jobs+RLSACoord@kcai.edu.

Attach to the email in PDF format only:
• Cover Letter
• Resume
• Statement of residence life and student activities philosophy
• List of three professional references we may contact
• Salary Requirements

Only complete application submissions will have their qualifications considered for the position and be acknowledged by return email within one week of submission.

Questions may be directed to: hr@kcai.edu

Kansas City Art Institute is an Equal Opportunity Employer.