

RESIDENCE LIFE POSITIONS

Positions available for Philadelphia Area Graduate Students

This position allows you to work at Philadelphia University but attend any area graduate school.

The Office of Residence Life at Philadelphia University, a private, fully accredited, co-educational University set on 100 beautiful park-like acres in the East Falls section of Philadelphia seeks applicants for:

Graduate Residence Coordinator

The graduate Residence Coordinator (RC) is a 10-month (August-May) live-in position that supervises undergraduate Resident Assistants and manages the operations in one or more facilities. Responsibilities include student contact, supervising staff & hall activities, student discipline, and duty coverage. Bachelor's degree is required and previous residence hall or closely related experience is preferred. The RC is a professional who is enrolled full-time (6 credits) in a graduate level program at a local/tri-state area university or college. Compensation for the Residence Coordinator position includes an annual stipend of \$8,045, graduate tuition remission for 6 credits up to \$8,952 per academic year, on-campus housing and a 14-meal plan when classes are in session.

About the University

Philadelphia University enrolls approximately 2,000 full-time students (3,300 total) and offers innovative career-oriented undergraduate programs in architecture & design, science, business and textiles. Our residential area is comprised of four areas which house approximately 1,250 residential students. Philadelphia University offers graduate degrees in the following areas: Master of Business Administration; MBA in Health Care Management; MBA in Textile & Apparel Marketing; MS in Taxation; MS in Instructional Design and Technology; MS in Digital Design; MS in Fashion Apparel Management; MS in Textile Design; MS in Textile Engineering; Ph.D. in Textile Engineering and Science; MS in Midwifery; MS in Occupational Therapy; MS in Physician Assistant Studies. **For more information about our University, visit www.PhilaU.edu.**

Application Process

Qualified applicants are invited to send a cover letter, resume and list of 3 references to: **Shana N. Alston, Office of Residence Life, PHILADELPHIA UNIVERSITY, School House Lane & Henry Avenue, Philadelphia, PA 19144, by fax (215) 951-2644, or by email to alstons@philau.edu.**