



THE BAHAMAS AGRICULTURE AND MARINE SCIENCE INSTITUTE

FEEDING MINDS. GROWING GREATNESS

Residential Life Coordinator

The Residential Life Coordinator provides administrative oversight and operational leadership for student housing and residential facilities at BAMSI. This role serves as a primary advocate for residential students, promoting a safe, vibrant, and inclusive living-learning campus culture. The Coordinator oversees daily housing operations, facility management, policy compliance, and student staff supervision. Through collaboration with Student Affairs, campus security, and student leaders, the Coordinator works to enhance student development, crisis response, retention, and overall well-being in alignment with the Institute's mission and strategic goals.

Key Responsibilities:

Housing Operations & Facility Management

- Oversee daily operations of residential halls, including check-in/check-out, room assignments, keys, and facility logistics.
- Maintain housing facilities, common areas, inventory, and manage room maintenance requests.
- Ensure compliance with institutional policies, housing safety standards, and residential regulations.
- Coordinate student move-in schedules, room changes, emergency drills, and collaborative dining workflows.

Student Wellness & Crisis Management

- Serve in a rotating on-call capacity to respond to residential emergencies, behavioral incidents, and medical crises.
- Mediate roommate conflicts, student disputes, and disciplinary matters in alignment with the Student Code of Conduct.
- Promote student health, housing, and wellness through robust programming and resource coordination.
- Coordinate with campus security, local emergency services, and healthcare providers during critical incidents.

Student Development & Campus Life

- Facilitate student involvement in residential activities, living-learning communities, and leadership opportunities.
- Supervise, train, and evaluate student staff, including Resident Assistants and housing council members.
- Support student transition and retention programs, including student orientation (SOAR) and campus life initiatives.
- Encourage the development of life skills, academic success, and holistic student growth within the residence halls.

Equity & Belonging

- Foster a residential campus culture of belonging for all students.
- Provide targeted support within housing for underrepresented groups, including students with disabilities, transitional, and international students.

Administration & Reporting

- Collect, analyze, and report residential and incident data to inform departmental decision-making.

- Manage departmental resources, housing workflows, and facility logistics to meet student needs.
- Assist with regular updates to residential handbooks, room inspections, and health audits.

Institutional Engagement

- Represent the residential life area in BAMSI committees, community forums, and student affairs planning groups.
- Serve as a club advisor or staff mentor for student organizations as assigned.
- Participate in Institute-wide activities, such as student recruitment, registration, and official ceremonies.

Qualifications:

- Associate degree or Bachelor's degree in Higher Education Administration, Student Affairs, Psychology, Social Work, or a related field.
- Minimum of 1–3 years of experience in residential life, student housing operations, or student support services.
- Demonstrated success in crisis management, conflict resolution, student mentorship, and community living.
- Strong interpersonal, communication, recordkeeping, and leadership skills.
- Ability to work flexibly, complete physical duties across campus, and work in diverse tropical conditions.

Desirable Attributes:

- Passionate about student development, community building, and holistic education.
- Familiarity with Caribbean higher education systems and residential student dynamics.
- Skilled in peer mentoring, data collection, and emergency response facilitation.

DEADLINE: UNTIL POSITION IS FILLED

TO APPLY FOR THE ABOVE-MENTIONED POSITION, please complete application form, send relevant requested documents (Copy of Resume, Copies of qualifications and applicable certifications, copy of Passport and/or voters card, Copy of NIB Card and 3 written character References Valid Police Record (not later than six months of the application) Medical Certificate including information on any noncommunicable disease. **Please bring originals for Validation and email hr@bamsibahamas.edu.bs**