

TRILITH INSTITUTE

Job Title: Student Support Coordinator

Status: Part-Time/Contract

Position Summary

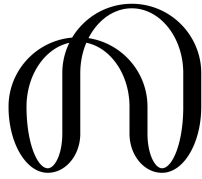
The Student Support Coordinator for University Partnerships is a part-time/contract role that provides on-site support for residential students participating in Maymester and Semester at Trilith programs. The Coordinator oversees day-to-day living logistics, serves as the primary non-academic point of contact for students, and collaborates with university partners to ensure a safe, inclusive, and engaging residential experience.

Reports to

Senior Director of Academic Programming (and designated university partner contact, as appropriate).

Key Responsibilities

1. On-site student support
 - Provide an approachable, consistent presence in the residential community during program dates.
 - Serve as the primary contact for non-academic student questions and concerns.
2. Housing, transportation, and daily logistics
 - Coordinate housing assignments and move-in/move-out processes in collaboration with Institute and partner staff.
 - Arrange and confirm transportation related to program activities (arrival/departure windows, local transport for scheduled experiences).
 - Monitor day-to-day living needs and resolve minor logistical issues promptly.
3. Student orientation and community-building
 - Plan and facilitate student orientation sessions for Maymester and Semester at Trilith (community expectations, safety, local resources).
 - Organize community-building activities and informal touchpoints that support cohort cohesion and well-being.
4. Wellness, safety, and emergency response

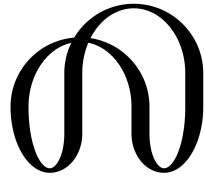


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- Monitor student wellness and behavior; respond to low- and moderate-level concerns in line with established protocols.
 - Support emergency response by following escalation procedures and coordinating with appropriate campus/partner offices.
 - Document incidents and follow-up actions as required.
5. Integration into Trilith community
- Help students navigate and engage with the Trilith community (amenities, events, local resources).
 - Support the planning and execution of experiential components (e.g., local outings) as they relate to residential life.
6. Monitoring engagement and communication with leadership
- Track student engagement and emerging concerns; provide regular updates to the Senior Director of Academic Programming and program leadership.
 - Flag students of concern early and participate in planning appropriate interventions.
7. Coordination with university partner student services
- Serve as a liaison to university partner student affairs and support offices for referred cases.
 - Ensure continuity of care and alignment with partner policies for student conduct and support.

Qualifications (recommended)

- Bachelor's degree in education, student affairs, counseling, social work, or related field.
- Previous experience in residence life, student affairs, or youth/college-age program coordination.
- Experience responding to student wellness and behavior concerns and working within escalation protocols.
- Strong interpersonal skills, cultural competence, and ability to build rapport with diverse students.
- Ability to work evenings and weekends and maintain on-site presence for the duration of assigned programs.



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How to Apply

Please submit your resume and cover letter to info@trilithinstitute.org.