

**Position Overview**

The Area Coordinator is responsible for promoting student learning and success and works collaboratively with fellow Housing and Residential Programs staff and other campus departments to maximize the potential of residence halls to impact student growth and development. The Area Coordinator assists in providing overall administration of one or more residence halls, including enforcement of University regulations/policies, student staff selection, training, and supervision, educational programming, conflict resolution, and administrative/facilities management.

Note: All positions are considered a part of the larger team Office of Housing & Residential Programs team. In the event of a vacancy, staff may be asked to fulfill a role or have other job duties added to their position to meet the needs of staff and the department. Every effort will be made to recruit and fill positions as quickly as possible to allow staff to return to the duties for which they were originally hired.

**Essential Job Functions**

- Provides leadership and direction in developing, implementing, and evaluating student development based programming to ensure intentionality and compliance with departmental and university goals for student success and retention.
- Day to day supervision and administrative operation of a residence hall or residence hall area serving between 500 – 800 primarily first and second year residential students. Direct supervision of between approximately 9 - 20 student staff members.
- Assess student development needs and concerns; implements program initiatives to address student needs, ensuring compliance with departmental learning objectives.
- Be visible and available to residents; meets with students, parents and other constituents to discuss personal and academic needs.
- Coordinate residence hall opening and closing at the beginning and close of each semester and during other officially scheduled breaks; responsible for checking of all rooms to determine readiness for occupancy, and coordination of the room inventory system.
- Participate in on-call rotation with other Area Coordinators; work cooperatively with University Police, University Health Clinic, Counseling Center and other campus and community resources to provide assistance during emergency or crisis situations.
- Adjudicate residence hall-level judicial incidents, including notice and hearing of documented incidents; implementation of appropriate sanction; assist with the review of the Residence Hall Handbook and other departmental policies governing student conduct and expectations in the residence halls. Ensures compliance with professional and legal standards of due process, risk management, Clery reporting, etc.
- Oversee work order process including follow up to ensure appropriate completion and customer satisfaction; work cooperatively with custodial and facilities management staff to monitor and maintain the physical appearance and functioning of the residence halls; submit billing for student damages as appropriate.
- Lead a departmental major project(s), initiative, or collateral. This can include but not limited to: utilization of new media technologies (Facebook, X, Web page), residence hall programming, advising residence hall student groups or committees, student staff training, student staff selection process, etc. These projects and additional assignments will vary based on the size of the area the Area Coordinator oversees. Other Duties as Assigned.

**Position Qualifications**

**Knowledge, Skills, and Abilities**

- Knowledge of programs and current practice in developing or managing programs designed to increase student success and retention.
- Knowledge and experience with the principles and practice of employee supervision, selection, training or leadership.
- Ability to coordinate the daily activities and operations of campus residence halls and/or apartments; ensuring compliance with university policies and procedures as well as contemporary best professional practice; and in keeping with the goals for student development and retention.
- Skilled in using a personal computer including word processing, spreadsheet, calendar (Outlook or other), web-based applications.
- Ability to handle sensitive information and maintain confidentiality and to respond effectively and appropriately in emergency and crisis situations.
- Ability to manage multiple projects and priorities in an effective and efficient manner.
- Skilled in excellent professional interpersonal, verbal and written communication skills including the ability to work effectively and harmoniously with students, parents, co-workers and others contacted in the course of work.

**Education/Experience/Credentials Required****Required**

- Bachelor's degree required. A minimum of one year of full-time (or equivalent) experience working in Housing and Residential Programs (Residence Life), Student Activities or other position working closely with students in a university setting required; or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.
- Live-In Position

**Preferred**

- Master's degree in Higher Education Administration, Student Affairs, Counseling, Business, Education or related field strongly preferred. Previous supervisory experience in a university Housing and Residence Life program preferred.