

Embry-Riddle Aeronautical University
Prescott, AZ

Area Coordinator Position Description

Position Overview:

Shares in the responsibility for overall direction of a comprehensive, auxiliary housing operation serving approximately 1500 students. Primary focus of position is customer service, connections, and care. Work in a cooperative office culture to create an environment where over 1,500 students are able to thrive academically, professionally, and personally.

The position requires the employee to live on campus in order to be able to respond to requests for assistance 24/7 while on-call. The staff member will be provided with an university apartment.

Primary Job Functions, Duties, or Accountabilities:

Percentage	Duties
30	<p>Staff Supervision & Staff Development Provide supervision and guidance to student staff, Resident Assistants, on a daily basis, as needed, with regard to student development and intervention strategies.</p> <ul style="list-style-type: none"> • Meet regularly with Resident Assistants and/or Assistant Area Coordinator to provide guidance, assess needs and evaluate performance, facilities, and students. • Provide support, advice, guidance or other service regarding specific problem situations, such as roommate conflicts, individual student concerns etc. • Evaluate Resident Assistants and/or Assistant Area Coordinator formally each semester, coordinate 1-to-1 meeting times for informal evaluations, problem solving and guidance. • Develop strategies and concepts that promote staff "team spirit" and effective work relationships. Plan and implement regular staff development activities. • Supervise student staff participation in Housing administrative processes such as semester check-in and check-out, room inspections, preview days, surveys etc.
5	<p>Staff Training/Education/Selection Assist with staff training and education activities.</p> <ul style="list-style-type: none"> • Assist the Assistant Director with the coordination and implementation of Fall & Spring semester staff training to Resident Assistants. Evaluate and select training components, content, guest speakers, facility arrangements, meals and other logistical aspects of training. • Assist with continuing education sessions and staff development activities for Student Life staff as needed. • Assist with student staff selection processes.
30	<p>Housing and Residence Life Administration Participate in the overall administration of the campus housing program.</p> <ul style="list-style-type: none"> • Work cooperatively with the other Housing and Residence Life Team Members to set and maintain quality standards for the total residential environment, with major emphasis on Customer Service, Connections, and Care. • Participate in the formulation and implementation of departmental policies and procedures • Represent the Department of Housing and Residence Life on various university and Prescott area committees. Participate in the planning and coordination of campus events such as Accepted Student Preview Day, Open House etc. • Participate in the Department of Housing and Residence Life's Professional on Duty rotation • Support and guidance for departmental activities such as check-in, room selection, etc. • Serve as a Campus Conduct Officer • Participate in fire drills

Embry-Riddle Aeronautical University

Prescott, AZ

Area Coordinator Position Description

	<ul style="list-style-type: none">• Parental phone calls• Clery Reporting requirements• Title IX Reporting requirements• Other reporting directives given• Requires a university meal plan to provide a level of feedback to the food provider, attend meetings during meal times and allows to meet with and provide meals for students as needed.• Other duties as assigned
10	<p>Community outreach and presence Participate in the overall administration of the campus housing program.</p> <ul style="list-style-type: none">• Routinely attend community events – provide feedback to RAs, be seen in your community area• Regularly “walk” your community – interact with residents in an informal setting while also looking for facilities concerns or areas for improvements• Conduct academic and student of concerns outreach as needed. Provide resources and report interactions to requesting offices/supervisor(s).• Provide direct, informal support, advice, and guidance to students with personal concerns where appropriate. Develop and carry out intervention strategies for various student needs. Act as a referral agent for areas of concern outside of housing, such as academics, counseling center, financial aid.
25	<p>Collateral Assignment Each Area Coordinator will hold an annual collateral assignment within the department. These assignments are designed to fulfill Departmental/University functions and may change from year to year</p>

Supervisory Responsibilities:

Direct Reports (Staff/Faculty): 0

Direct Reports (Students): 11

Indirect Reports (Staff/Faculty): 0

Indirect Reports (Students): 40

Qualifications:

Required Education: Bachelor’s degree (*masters degree in student development or similar degree preferred*)

Required minimum years work related experience: 1-3 years in student support role