Area Coordinator

The primary focus of Housing & Residence Life is to provide services and programmatic direction for all on-Grounds residential students (undergraduate and graduate), faculty, staff, and conference guests. With over two million square feet of residential building space, Housing & Residence Life strives to create inclusive environments that support the academic, cultural and social goals of the University. Specific living and learning programs include language immersion houses, three residential colleges, a transfer student focused community, and a comprehensive first year experience. Residential environments encompass a diverse array of building styles including traditional residence halls, apartment complexes, townhouses and single family homes.

The Area Coordinator (AC) is responsible for the administrative and programmatic management of an assigned residential area (areas are a mix of First-Year, Upperclass Apartments, Graduate Apartments, and Living-Learning Communities). The AC will work collaboratively with student staff to create an atmosphere in our residential communities that supports the personal and academic development of students, encourages engagement in the cultural and social goals of the University, and fosters a safe living environment. The AC will promote self-governance among the residents in order to build a community where individual rights are respected. The Area Coordinator is a full-time, live-on position with University Staff status. The position reports to an Assistant Dean within Housing & Residence Life. During the summer months, the AC will have collateral responsibilities within the department for in a number of areas including Conference Services, Orientation & New Student Programs, Facilities Management and other functional areas. These collateral responsibilities will provide opportunities for ongoing competency development.

**Supervision and Development of Resident Staff**

- Partner with undergraduate student Chair in the leadership of staff and development of departmental goals.
- Supervise and evaluate direct student staff reports in their designated area: Senior Residents (undergraduate hall directors) and Graduate Apartments staff.
- Plan and facilitate individual and staff meetings with direct student staff reports.
- Collaborate with other members of Housing & Residence Life, Office of the Dean of Students, and other University offices to plan and offer training sessions, workshops, and in-service programs for Resident Staff.
- Educate Resident Staff about University and Housing & Residence Life policies and procedures.
- Advise Resident Staff on direct follow-up with resident concerns and incident follow-up/response.
- Participate in the Resident Staff selection and promotion processes.
- Advise Resident Staff on program planning and implementation.

**Student Development and Support**

- Oversee area budget and approve staff expenditures, including use of the PO system (Supply Room & America-to-Go); maintain area development budget.
- Assist in the assessment and development of programs and activities consistent with the goals and objectives of Housing & Residence Life and the Office of the Dean of Students (ODOS).
- Support student leadership development through residential councils.
- Educate residents about University and Housing & Residence Life policies and procedures.
- Aid residents in obtaining assistance through appropriate referrals.
- Manage and provide follow-up to incidents occurring in the area(s) of responsibility coordinating with the necessary University departments or agencies. Document, using ADVOCATE software, as appropriate.
- Provide direct follow-up to resident concerns.
- Participate in Area Coordinator on-call coverage on a rotating basis whenever residential facilities are open to students. Partner with ODOS Deans, Counseling and Psychological Services (CAPS), University Police, and other departments/agencies as needed.
- Provide counseling and crisis intervention when needed, as well as parental contact when appropriate.
- Lead in the resolution of escalated roommate/apartment mate conflicts.
- Promote consistent enforcement of University and residential policies and procedures.
Area Coordinator

- Meet with students to discuss behavioral concerns.
- Advise Senior Staff on follow-up to low-level conduct issues.
- Utilize and support staff and students in the use of the University’s judicial system (UJC).
- Coordinate case preparation and act as Complainant in UJC cases.

Assignments & Facilities

- Plan and implement opening and closing procedures for the area at the beginning and end of each semester, during holiday recesses, and staff arrival and departure. Procedures will include room/apartment inspections.
- Verify room rosters at the beginning of each semester and communicate any changes to the HRL Assignments staff.
- Facilitate room changes and follow-up with Resident Staff to ensure the moves are complete.
- Assist with Admissions and Orientation events as requested.
- Become knowledgeable of the facilities in designated area and share information with direct student-staff reports.
- Coordinate the reporting of damage and major maintenance needs to respective HRL Facilities Services staff and HRL Assignments staff.
- Lead in the support and resolution of facilities issues.
- Maintain awareness of area security issues, appropriate safety precautions, and specific emergency procedures.
- Work closely with respective HRL Facilities Services staff and Facilities Management staff to develop and maintain positive working relationships with Housekeeping and Maintenance supervisors.
- Collaborate with Business and Facilities Services to investigate and coordinate damage billing (common area and room) and appeals, making recommendations for action and referral to student judicial process.

Administration

- Properly maintain all records essential to working with residents using ADVOCATE.
- Attend scheduled meetings as directed by Housing & Residence Life.
- Serve as a professional member of Resident Staff Appraisal Board (on a rotating schedule).
- Serve on HRL, ODOS, VPSA, and University Committees as requested.
- Act as a liaison with other University departments.
- Chair/Advise one departmental committee:
  - Committee on Multiculturalism
  - Big Events Committee
  - National Residence Hall Honorary
  - End of the Year Banquet and Awards
  - Resident Staff Heritage Committee
- Assume leadership for one major responsibility of the department:
  - Resident Advisor Selection and Placement Activities
  - Resident Staff Promotion
  - Senior Staff Training
  - Resident Advisor Training
  - Assessment
  - Resident Staff Performance Evaluation
- Area Coordinators are “responsible employees,” “Campus Security Authorities (CSAs),” and are classified as “designated employees.”
- Perform all other duties assigned by supervisor.
QUALIFICATIONS
- A completed Master's degree in Higher Education, Student Affairs, Counseling or a related field is required by the position’s start date.
- 1-2 years professional experience is preferred, though not required.
- A strong commitment to the University’s core values of student self-governance and diversity is required.

COMPENSATION
- Competitive salary with excellent benefits package, including health, dental and vision insurance, retirement savings options, and University-sponsored professional development funds ($2000 per year after 1 full year of service).
- Furnished 1-2 bedroom apartment plus utilities and internet service. Laundry stipend for units without washer and dryer.

TERM
- The Area Coordinator position has a maximum three year term.