



Area Coordinator Housing & Residence Life

The University of Virginia invites applications for the position of Area Coordinator. The opening is a full time, live-on position with general (administrative/professional) faculty status intended to assist the Residence Life Office and the Housing Division in the administration and development of an area housing first-year students in our first-year residential experience, or first-year and upper-class students in our residential college system.

The primary duties of the position include but are not limited to:

- ✓ Supervising and advising 5-8 Senior Resident Staff members in a unique self-governing system; supporting student leadership of the Resident Staff Program.
- ✓ Providing guidance and leadership for a community of 1300-1800 students through crisis response, program development, student advising, and conflict resolution.
- ✓ Assisting in coordination and implementation of staff selection, training, and continuing education; Chair assigned Resident Staff Committee.
- ✓ Coordinating with the Housing Division's Facilities and Accommodations Offices to implement administrative procedures in the residence halls.
- ✓ Collaborating with other on-Grounds offices as it may relate to student needs, and participation on various University committees and organizations.

Candidates for this position will be expected to have a Master's degree in a related field and at least two years' experience in student affairs, housing administration and/or residence life beyond the RA level. Preferred skills include the ability to work with a highly selective student population in a rigorous academic environment; demonstrated ability to work with a diverse population and to provide leadership for and work well with students, faculty, and staff. The successful candidate should also possess common sense, good judgment, and superior communication, organizational, and problem-solving skills. Salary range is high 20s to mid 30s. An excellent benefits package is offered and a two bedroom on-grounds, furnished apartment is provided. Start date is July 1, 2008. For a detailed job description, visit the Residence Life website at www.virginia.edu/residencelife or the Housing website at <http://www.virginia.edu/housing/>.

Screening by the search committee will begin on February 25, however the position will remain open until filled. Interviews will be conducted at NASPA and ACPA. Interested candidates must submit application and supporting materials-- resume (including NASPA/ACPA candidate number if applicable), letter of interest, and the names and phone numbers of three professional references -- to University Human Resources at <https://jobs.virginia.edu>.

The University of Virginia is an Equal Opportunity/Affirmative Action Employer.