

THE UNIVERSITY OF VIRGINIA
AREA COORDINATOR
UPPER CLASS SUITES & APARTMENTS
Job Description

The Area Coordinator (AC) is responsible for the general administrative and programmatic management of five (5) residence areas. The AC will facilitate an atmosphere in University Housing which supports the physical well-being of students and their academic, social and emotional growth. The AC will promote the establishment of a system of self-governance among the residents in order to build a community where individual rights are respected. As well, the AC will ensure the physical maintenance of the residence houses and support the mission of providing the best possible service and the highest quality of accommodation conducive to the attainment of student educational goals.

The Area Coordinator is a full-time, live-on position with University Staff status. The position reports jointly to the Housing Division and the Office of the Dean of Students/Residence Life.

Advising/Development of Resident Staff and Residential Communities

- Supervise and evaluate Senior Staff members in an area that supports Resident Advisors and residents.
- Plan and facilitate individual and staff meetings with Senior Staff.
- Collaborate with other members of the Residence Life Office and Housing Division staffs to plan and offer training sessions, workshops, and in-service programs for Resident Staff.
- Educate Staff and residents about University, Residence Life, and Housing Division policies and procedures.
- Advise Resident Staff on direct follow-up with resident concerns and emergencies.
- Serve as professional member of Resident Staff Appraisal Board, the hearing committee that reviews staff performance issues.
- Support the Resident Staff selection and promotion processes; chair the Senior Resident selection committees
- Oversee area budget and approve staff expenditures; maintain area development budget.
- Aid residents in obtaining assistance through appropriate referrals.
- Manage and provides follow-up to emergencies occurring in the area(s) of responsibility coordinating with the necessary University departments or agencies. Provide counseling and crisis intervention when needed.

Resident Support and Follow-Up

- Manage and provide direct follow-up to resident concerns/emergencies, coordinating with the necessary University departments or agencies.
- Aid residents in obtaining assistance through appropriate referrals.
- Provide counseling and crisis intervention when needed, as well as parental contact when appropriate.
- Assist with roommate conflicts.
- Maintain all office records essential to working with residents, the Office of Residence Life and the Housing Division.

Programming

- Advise Resident Staff on program planning and implementation.
- Assist in the assessment for and the development of programs and activities consistent with the goals and objectives of the Housing Division and the Office of the Dean of Students/Residence Life.
- Support leadership within the Area/House Councils.

Resident Conduct

- Promote consistent enforcement of University and residential policies and procedures.
- 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.
- Assist with the Administrative Hearing Process as directed by the Director for Accommodations.
- Maintain judicial records, coordinate case preparation and act as Complainant in cases filed by the Resident Staff Program.

Operations/Facilities

- Become knowledgeable of the facilities in designated area.

- Coordinate the reporting of damage and major maintenance needs to the Associate Director of Facilities/Facilities Department.
- Maintain awareness of area security issues, appropriate safety precautions, and specific emergency procedures.
- Work with Resident Staff to coordinate follow-up on fire safety violations.
- Work closely with the Assistant Director of Facilities to develop and maintain positive working relationships with Housekeeping and Maintenance supervisors.
- Coordinates with the Operations' Staff damage billing (common area and room) and the investigation of appeals making recommendations for action to the Associate Director of Operations.
- Responsible for awareness of area security issues, appropriate safety precautions and specific emergency procedures.

Accommodations

- Works closely with the Assignments Staff and Resident Staff to maintain accurate listings of student assignments for both constituencies.
- 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.
- Facilitate room changes, and follow-up with Resident Staff to ensure the moves are complete.
- Assist with New Student Summer Orientation activities that relate to the Housing Division.

Administration

- Responsible for properly maintaining all office records essential to working with residents, the Office of the Dean of Students/Residence Life, and the Housing Division (Incident Reports, Change of Room Forms, Damage Reports, etc.)
- Attends scheduled meetings as directed by the Housing Division and the Office of the Dean of Students/Residence Life.
- Performs special duties requested by the Office of the Dean of Students/Residence Life and the Housing Division (i.e. University-wide and other committee work, revision of publications, room selection process, staff selections, reports).
- Represents the Office of the Dean of Students/Residence Life and the Housing Division as requested.

Other special projects and opportunities for growth will be assigned and rotated as determined with supervisor (by interest, expertise and/or position designation).

- Developing Marketing Strategies
- Housing Assignments Process
- Advising Resident Staff Committees
- Summer Conferences
- Coordinator for Summer Residential Programs
- Research and Evaluation
- Budget Development with Housing Division
- Technology/Information Systems
- Committee participation through the Vice President for Student Affairs & Office of the Dean of Students.

ACCOUNTABILITY

In the Office of the Dean of Students/Residence Life the Area Coordinators are directly supervised by the Assistant Dean responsible for their specific residence areas. In the Housing Division the Area Coordinators report to the Director of Accommodations.

QUALIFICATIONS

- Master's Degree preferred.
- Preference will be given to candidates with previous professional (full-time) experience in housing and residence life.
- Ability to interact with a diverse faculty, staff, and student body.

COMPENSATION

- Competitive salary with excellent benefits package.
- Furnished house plus utilities.