Position description

Position Title: Area Coordinator
Division: Student Affairs
Department: Residence Life
Supervised By: Assistant Directors, Residence Life
Supervises: Five to six full-time masters level Resident Directors

Function of position

The Area Coordinator will assist with the overall operation of the Residence Life program by serving as a member of the leadership team. The Area Coordinator provides leadership and administration for a specified area of campus. In conjunction with the Assistant Directors and Associate Director, the Area Coordinator assists in creating community environments that are conducive to academic success and personal growth of students. The Area Coordinator also assists in creating a developmental program for both professional and paraprofessional staff in their areas of supervision. This is a required live-on campus position that includes a meal plan and the expectation of being visible in the dining halls in order to assist with promoting community development for staff and students.

Description of duties and responsibilities

1. The Area Coordinator provides direct supervision and mentoring to Hall Directors (and indirect supervision of Graduate Assistant Hall Directors and student staff) in their assigned area.
2. Implements departmental community planning efforts through student development models and participates in the creation and implementation of professional development and training opportunities for supervisees.
3. Assists in the approval and monitoring of funds and expenditures for their area.
4. Advises and refers staff and students for diverse issues ranging from academic support to suicide and mental health issues.
5. Responds to emergency/crisis situations as a member of the on-call duty rotation for the leadership team.
6. In conjunction with the Assistant Director of Residence Life for Conduct, assists in the administering of the student conduct process.
7. During the summer sessions; assists with orientation, summer school, conferences and planning for the next academic year.
8. Assists with the implementation of department and University sponsored retention efforts and programs.
9. Will oversee one departmental committee within the Residence Life area.
10. Participates and presents in all facets of staff training.
11. Maintains daily office hours.
12. Models professional standard of ethics.
13. Attends all regularly scheduled departmental meetings (including leadership team, Hall Director/Graduate Assistant one on one’s).
14. Conducts weekly one on one’s with the Hall Directors in their area and at least one monthly one on one with the Graduate Assistant Hall Directors in their area.
15. Performs other duties or departmental tasks as assigned by the Director of Residence Life, Associate Director of Residence Life or Assistant Directors of Residence Life.