JOB DESCRIPTION

Title: Area Coordinator
Reports to: Assistant Director of Residence Life
Department: Office of Residence Life
Compensation: $6,000 Stipend, $3,000 Tuition Credit, Staff Apartment and Meal Plan

Job Summary

Under the supervision of the Assistant Director of Residence Life, this position will focus on departmental programming and campus wide initiatives. The Area Coordinator will be responsible for mentoring, approving and evaluating hall programming and providing intentional methods of community development for the residential community. The Area Coordinator will also; co-facilitate staff meetings, recruitment and supervision of Resident Assistants, housing operations and events including hall opening, closing, housing selection and health and safety checks, and serving in an on-call duty rotation.

This is a part-time, ten-month, live-on position that will involve “on-call” responsibilities. In order to facilitate interaction with residents and faculty, a meal plan is provided to the Area Coordinator when classes are in session during the fall and spring semesters. The position will require 25 hours per week with evening and weekends commitments.

Job Duties and Responsibilities

Resident Assistant and Administrative Responsibilities: 40% of job duties
- Assist Assistant Director in the recruitment, hiring, training and supervision of the resident assistants and mail room staff
- Hold regular one-on-one meetings with Resident Assistants and Resident Academic Mentors for advisement on programming and community development efforts
- Provide feedback on day-to-day and long-term performance of RAs and student workers to the Assistant Director of Residence Life
- Participate as a primary staff member in the 24 hour, 7 day per week “on campus” point person schedule.
- Act as a mentor and mediator to students.
- Respond to, and manage emergency and crisis situations and coordinate the cooperation of other college officials as needed.
- Notify Director of Residence Life and Judicial Affairs or Title IX coordinator of crisis situations immediately
- Submit reports, documentations and weekly reports to the Director
- Meet weekly or as needed with Assistant Director of Residence Life and monthly with the Director of Residence Life and Judicial Affairs

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Programming Responsibilities: 60% of job duties

- Coordinate with the Graduate Assistant for Multicultural Affairs help to develop and implement vibrant and diverse programming for resident students.
- Coordinate with the Graduate Assistant in Student Activities to enhance the programming and collaboration between Resident Assistants and Student Groups
- Approve program requests and provide feedback for 5 RA programs
- Evaluate and manage program completion of RA programs
- Advise at least one department committee and all campus wide programs sponsored by Residence Life
- Suggest improvements to on-campus programming and work collaboratively with other departments to improve the overall quality of on campus programming.

Job Requirements

- Computer skills: Microsoft word, excel, power-point
- Strong communication and interpersonal skills
- Able to work with minimal supervision
- Flexibility to work evening and weekend hours
- Familiarity with all campus services, policies and regulations
- Good planning, organization and project management ability
- Quality critical thinking skills in stressful situations
- Demonstrated diplomacy, objectivity, positive attitude and high energy
- Capable of developing and sustaining collaborative relationships and programs particularly with student leadership
- Desire to learn, be challenged and mentored by the Directorship

Minimum Qualifications

- Bachelor’s degree with student leadership experience
- Enrollment in a full time graduate program

Preferred Qualifications:

- Enrollment in a graduate program majoring in Higher Education or Student Personnel
- Undergraduate experience as a Resident Assistant for at least two semesters
- In-depth experience in campus programming around topics of community development, diversity and wellness.

Term

- August 1, 2017 to May 31, 2018

Application

Submit cover letter, resume and contact information for three professional references to Residence Life (reslife@hilbert.edu) if not applying through an assistantship day.