JOB DESCRIPTION

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

JOB SUMMARY
The Area Coordinator is primarily responsible for the oversight of upperclassmen housing of 150 students. Responsibilities include creating a positive living community amongst the building, supervising a student staff of 4 Resident Assistants (RAs), 1 Resident Academic Mentor (RAM), tracking programming efforts, maintaining records of room conditions, and hearing Level 1 conduct cases (noise violations, guest policy). The Area Coordinator is part of the on-call structure and as such, participates in a weekly on-campus on-call rotation and handles crises as needed.

ESSENTIAL DUTIES:
- Supervise a student staff of 4 RAs, 1 RAM including conducting bi-weekly 1:1 meetings, conducting weekly staff meetings in collaboration with the Assistant Director.
- Assist with the facilitation of all major Residence Life processes including but not limited to: 2 week Student Staff Training in August, 2 day Student Staff training in January, Health & Safety Inspections, opening and closing of buildings for academic breaks, student staff recruitment and evaluation process.
- Support hall programs on a monthly basis
- Assist in day-to-day operations of the Residence Life Office
- Adjudicate level 1 conduct cases including hearing, assigning sanctions and follow-up
- Participate and assist in Student Life initiatives
- Facilitate one on-going training in-service for the complete Residence Life staff per semester
- Ensure maintenance issues are filed in a timely manner including regular meetings with the building cleaner
- Advise the Educational Events committee for Residence Life
- Meets weekly with the Director of Residence Life and Judicial Affairs
- Performs other related duties that may be assigned

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, 2018 to May 31, 2019

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.