

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Area Coordinator and Second Year Experience Coordinator

Function of Position: This is a 10 month, live-in position, responsible to the Director of Residential Life for administering and managing student/community development, program/activity assignments, student life/institutional support, residence hall leadership, and supervising staff.

Principal Residential Life Duties and Responsibilities:

1. Create, administer, and deliver programs, activities, and services to meet the needs of first year and upper classmen students living in Grossmann Hall and Lohe Hall. (20%)
2. Recruit, select, train, and evaluate resident assistant and meet regularly with staff on various issues and promote cohesiveness. (15%)
3. Oversee building facilities to include maintaining office hours, opening/closing buildings, etc. Organize and track paperwork associated with managing the hall such as maintenance requests, room changes, key distribution, etc. (15%)
4. Manage all conduct associated with your area. Hold conduct hearings with students who violate policy in your area, manage all disciplinary records for your area, and work collaboratively with counseling services on educational approaches to student conduct. (10%)
5. Advise and counsel students in areas of academic success, personal issues, and college life. Collaborate with faculty and student advisors regarding students. Refer students to appropriate college resources and services. (5%)
6. Oversee entire residence hall system on alternating weekends. (3%)
7. Establish positive working relationships with building maintenance staff, faculty, and College support staff. (1%)
8. Perform collaborative responsibilities to the Area Coordinator position such as serve as advisor to a service trip or organization and/or manage specific areas of the entire Residential Life department. (1%)
9. Perform other related duties as assigned. (5%)

Principal Collateral Assignment Duties and Responsibilities:

1. Develop a second year experience programming model that will meet the needs of our second year students; including, but not limited to, financial planning for college, participating in community service, off-campus opportunities (Wartburg West, Study Abroad, Des Moines Program etc.), and participating in student organizations. (10%)
2. Work collaboratively with the Pathways Associate for Vocation and Mentoring to develop a comprehensive vocational programming model for our second and third year students. (10%)
3. Work closely with second year students on experiential learning opportunities as they begin to select internships and declare their academic majors. (5%)

Supervision:

Employee proceeds independently, working toward established objectives, requiring the use of a wide range of procedures. Employee prioritizes own work and refers unusual cases to supervisor.

Minimum Qualifications:

Requires Bachelor's degree, clear communication skills, and desire to work with college-age students. Candidate must have an interest in residential programs and the development of community and its students. A positive and helpful attitude is required along with a willingness to work in a flexible environment, as a member of a hard-working team. Prefer experience working with diverse populations and in small college residence halls.

Application Procedure:

Send a letter of interest including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: HR@wartburg.edu See www.wartburg.edu for further information about the college. Screening begins immediately and continues until the position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from underrepresented groups.