

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Area 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 Duties and Responsibilities:

1. Create, administer, and deliver programs, activities, and services to meet needs of first year students. Develop, facilitate and support education and social programming. Promote supportive student residence environment. (25%)
2. Recruit, select, train, and evaluate resident assistant and Area Resource Center Coordinators. Meet regularly with staff on various issues and promote cohesiveness. (15%)
3. Oversee building facilities to include maintaining office hours, opening/closing buildings, etc. Maintain hall disciplinary records. Organize and track paperwork associated with managing the hall such as maintenance requests, room changes, key distribution, etc. (11%)
4. 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. (9%)
5. Assist with special projects such as alcohol education, student conduct board, first or senior year experiences, etc. (8%)
6. Provide necessary support in residence hall. Mediate resident disputes. (6%)
7. Oversee entire residence hall system on alternating weekends. (4%)
8. Attend student life and committee meetings. Meet with Director of Residence Life as required. (4%)
9. Advise student groups in residence hall. (3%)
10. Participate in student life professional development program. (3%)
11. Collaborate with other student life staff on various student issues. (3%)
12. Establish positive working relationships with building maintenance staff, faculty, and College support staff. (3%)
13. Participate on campus-wide committees and programs. (2%)
14. Perform collaborative responsibilities to the RHD position such as serve as advisor to a service trip or organization and/or manage specific areas of the entire Residential Life department. (4%)
15. Perform other related duties as assigned.

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 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 position is filled.