

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Area Coordinator and Academic Support Coordinator

Preparation Date: April 17, 2018

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 Clinton Hall and Founders 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:

10. Sit on the Early Alert team and work in collaboration with academic affairs to serve at risk students in the residence halls. (10%)
11. Work in collaboration with the Faculty in Residence to plan and deliver academically oriented programming, including lectures, study breaks and gatherings that support and enhance the integration of academics and residential life. (10%)
12. Work collaboratively with the Assistant Director of the Pathways Center to assess and develop a comprehensive retention plan that will meet the needs of our students. (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 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.

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 members of underrepresented ethnic and minority groups.