WARTBURG COLLEGE
POSITION DESCRIPTION
Title of Position: Area Coordinator
Preparation Date: July 2023

Function of Position:
This is a 12-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 student staff.

Principal Duties and Responsibilities:
1. Supervise a staff of Resident Assistants through regular meetings, evaluations and professional development.
2. Oversee and participate in student staff programming executed in the halls.
3. Oversee building facilities and establish positive working relationships with building maintenance and housekeeping staff.
4. Manage conduct associated with area of oversight. Hold conduct hearings with students who violate policy in the area and manage disciplinary records while addressing conduct from an educational perspective.
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. Establish positive working relationships with faculty, and College support staff.
6. Serve in the emergency on call duty rotation along with other professional staff members. Area Coordinators are typically on call once every four to six weeks for a week at a time.
7. Assume leadership of assigned collateral projects. These projects could include RA recruitment and selection, advising for the RA conference, serving on divisional/institutional committees, assisting camps and conferences over the summer, etc.
8. Assist with implementation of move-in, move out, break housing, RA selection and recruitment, RA training, and other large-scale departmental initiatives.
9. Engage in professional staff training beginning in August and ongoing professional development opportunities throughout the year.
10. 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 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 women and members of ethnic and minority groups.