

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Area Coordinator

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 Residential Life Duties and Responsibilities:

1. Supervise a staff of approximately 10 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, managing housing lottery, 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. Assist Camps and Conferences program throughout the summer.
10. Engage in professional staff training beginning in August and ongoing professional development opportunities throughout the year.
11. Perform other related duties as assigned.

Supervision:

Reports to the Director of Residential Life. Accountable to the staff in the Student Life Office and Operations and Maintenance building. Work proceeds independently, working toward established objectives, requiring the use of a wide range of procedures. Employees prioritize their own work and refer 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.

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.