

# University of Richmond

## Position Description

<b>Title</b>	Area Coordinator
<b>Location</b>	University of Richmond
<b>Department</b>	Westhampton College
<b>Reports to</b>	Associate Dean of Residence Life, Westhampton College
<b>FLSA Status</b>	Exempt

<b>Summary</b>	<p>Area Coordinators have responsibility for the management of traditional residence halls, housing primarily undergraduate female students. The Area Coordinator attempts to establish an environment that will allow the residents to accomplish their academic goals and to participate in co-curricular personal growth experiences facilitating student development, as well as to develop a sense of community in each residence hall. The Area Coordinator also serves as a primary representative of the University and of the Westhampton College Dean's Office within the residence halls.</p>
----------------	--

<b>Accountabilities</b>	<p><u>Residence Life</u></p> <ul style="list-style-type: none"> <li>• Supervise and evaluate an undergraduate staff</li> <li>• Meet weekly with Head Residents and building staff</li> <li>• Select and trains the residence hall student staff of 36 female students in the residence halls under the direction of the Assistant Dean of Residence Life and in cooperation with the other Area Coordinators</li> <li>• Plans and implements the Fall and Spring semester training workshops and the in-service staff training</li> <li>• Serve as part of the instructional staff for the 7-week credit-bearing course taught each spring in collaboration with the Richmond College staff</li> <li>• Coordinate the evaluation process for student staff, including evaluation of staff by residents as well as by the Head Resident and Area Coordinator</li> </ul> <p><u>Student Concerns &amp; Crisis Management</u></p> <ul style="list-style-type: none"> <li>• Counsel students as they encounter various developmental and/or adjustment difficulties and makes appropriate referrals</li> <li>• Participate in on-call system for entire residential campus</li> <li>• Provide support and assistance when necessary in response to campus crisis</li> <li>• Maintain availability and accessibility to residents and student staff</li> <li>• Serve as "essential personnel" for the University in the event of a crisis or emergency situation</li> </ul>
-------------------------	---

	<p><u>Judicial</u></p> <ul style="list-style-type: none"> <li>• Facilitate the development of an environment that stimulates student responsibility and accountability within the residential community</li> <li>• Serve as the hearing officer for discipline cases related to the assigned residential areas</li> <li>• Function as part of the Dean’s Office team, assisting with policy decisions that affect resident students</li> <li>• Interpret College policies and procedures to students and staff</li> <li>• Support the College discipline system</li> </ul> <p><u>Programming</u></p> <ul style="list-style-type: none"> <li>• Promote programming for the residential communities in the area designed to satisfy components of the programming model</li> <li>• Work with students to maintain diversity in program development efforts with an emphasis on women’s development</li> <li>• Demonstrate interest in issues of significance to women and promotes an examination of such issues by student staff and residents</li> </ul> <p><u>Collaboration</u></p> <ul style="list-style-type: none"> <li>• Support Housekeeping and Physical Plant Services in maintaining healthy and safe living conditions within the residence halls</li> <li>• Encourage staff and students to develop respect for the living environment</li> <li>• Maintain broad interests and active participation in college life and other college activities. Establishes good working relationships with other departments within the University</li> <li>• Coordinate and implements a variety of tasks and matters of policy including: staff duty schedules, communications regarding check in and check out of residential facilities, fire safety inspections, event with alcohol registration, incident reports, budget management, disciplinary paperwork, inspection and damage billing, updates manuals and instructional materials and procedures</li> </ul> <p><u>Other duties</u></p> <ul style="list-style-type: none"> <li>• Provide leadership for, support, and participate in various College events such as receptions, dinners, socials, and traditional ceremonies</li> <li>• Demonstrate a commitment to women’s education and development of the goals and vision of Westhampton College through work and daily interactions with students</li> </ul>
--	---

<b>Key Interfaces</b>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Westhampton College Dean’s Office</li> <li>• Richmond College Dean’s Office</li> <li>• Undergraduate Student Housing</li> <li>• Police Department</li> <li>• Counseling &amp; Psychological Services</li> <li>• Student Health Center</li> <li>• University Facilities</li> </ul>
-----------------------	--

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Student Affairs Administration, including Residence Life</li> <li>• College Student Development</li> <li>• Gender Development</li> </ul>
------------------	---

<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Basic computer skills</li> <li>• Basic counseling skills</li> <li>• Event planning</li> <li>• Supervision</li> <li>• Ability to work in a fast paced, team environment</li> <li>• Ability to handle and prioritize multiple tasks, deadlines, and interruptions</li> <li>• Strong communication, organization, and technological skills</li> <li>• Ability to respond to common inquiries and/or complaints from students, parents, faculty, staff, or other members of the community</li> </ul>
<b>Education</b>	Master's degree preferred, preferably in Higher Education Administration, College Student Personnel, or other closely related field
<b>Experience</b>	Minimum of 1 year experience in Residence Life/Student Housing or other closely related field (can include 2 years of part-time, graduate work).