Area Coordinator for Residence Life

POSITION: Area Coordinator for Residence Life  
SUPERVISOR: Associate Dean of Students  
DEPARTMENT: Student Affairs

GENERAL JOB DESCRIPTION

The Area Coordinator for Residence Life reports to the Associate Dean of Students as a professional on-call staff member living on campus. The Area Coordinator for Residence Life directly supervises the paraprofessional staff of one Residence Life neighborhood. The Area Coordinator for Residence Life serves on the Administrator On-Call rotation to assist the student and professional staffs in incidents during the work day as well as after-hours and on weekends. The Area Coordinator for Residence Life is also responsible for the administration of many Residence Life processes on campus. This includes the coordination of recruitment, selection, training, and evaluation of Residence Life Student Staff, assessment of Residence Life programs and the Residential Curriculum, and the development and management of Living Learning Communities and/or themed housing options.

MAJOR DUTIES AND RESPONSIBILITIES

Residence Life

- Coordinate and collaborate in the recruitment, selection, training, and evaluation of Residence Life Student Staff
- Lead in the development and execution of Residence Life assessment
- Coordinate and evaluate Residence Life Programming and the Residential Curriculum
- Create and execute Living Learning Communities and themed housing options for on-campus students
- Facilitate the creation and collection of Roommate Contracts

Supervision of Resident Assistants and Staff Training

- Facilitate orientation, training, supervision, and evaluation for 9-12 Resident Assistants
- Provide personal and professional growth opportunities for RA’s
- Educate and communicate direction for RAs in confrontation, intervention, and documentation of violations in institutional policy
- Conduct regular staff meetings to review goals/outcomes achieved, discuss issues, recognize contributions, provide, and solicit feedback
- Hold one-on-one meetings to assess and develop the skills of the Resident Assistants while providing experiences, challenge, and support

Reviewed by HR on 5/3/19
- Participate in the selection of Resident Assistants and other student leaders on campus while recognizing and encouraging potential campus leaders
- Assist in the development and implementation of the Resident Assistant fall, midyear, and in-service training programs

**Student Contact**
- Initiate formal and informal contact on a regular basis with students in a variety of housing facilities
- Establish a regular schedule for being visibly present in residential facilities, be available to students who have concerns, and develop a sense of trust and sincerity between staff and students
- Serve as a role model for students and staff members in meeting position responsibilities and expectations
- Assist residents in the development of functional community guidelines, and encourage students to make a commitment to live by these guidelines

**Programming**
- Oversee and guide Resident Assistants in the implementation of programs that support student learning and development within the Residential Curriculum
- Assist in the development of plans to evaluate activities and assess programs throughout the academic year according to the established guidelines
- Facilitate TU2Nite, large-scale weekend programming, for their respective neighborhood and the campus as a whole.

**Administrative/Time Management**
- Record and report information as outlined on departmental and area-specific forms (inventories, work requests, Incident Report, Room Condition Report, weekly reports, surveys, etc.) Complete other paperwork as required and directed by the Associate Dean of Students
- Communicate student concerns and area related information with the central office in a timely manner
- Complete administrative forms related to financial transactions and programming activities
- Distribute paperwork, flyers, brochures, etc. Serve as liaison between staff, residents, and Residence Life staff
- Attend regular Residence Life meetings and meet one-on-one regularly with the Associate Dean of Students
- Manage residence hall programming budgets and allocate funds

**Student Conduct**
- Serve as a Conduct Hearing Officer for incidents within an assigned neighborhood
- Coordinate all conduct system paperwork, and communicate regularly with the Assistant Director of Student Conduct and Associate Dean of Students
- Manage conduct caseload via Maxient software system
- Serve as a support arm for staff and students in navigating University student success mechanisms, behavioral concerns, and relocation or removal from our residential communities

**Crisis Intervention**
Reviewed by HR on 5/3/19
Participate in the rotating on-call system for campus, responding to student concerns and emergencies during days, evenings, and weekends including times when the university is closed

Use department protocol to respond to crisis or emergency situations which include providing guidance to paraprofessional staff and students

Provide appropriate post-crisis referrals and follow-up with students and staff; encourage Resident Assistant support for these staff and students by serving as a resource

### Housing Operations

- Assist in the preparation of buildings prior to and during check-in
- Maintain room condition reports; aid Resident Assistants in the inspection of rooms for damages to report for billing
- Coordinate completion of detailed room condition reports and inventories
- Report and track maintenance and housekeeping problems in residential spaces or in common areas

### Departmental Involvement

- Attend all departmental wide meetings and occasional campus-wide meetings as required
- Attend and participate in all Professional Staff Training
- Summer duties may include supervising summer Resident Assistant staff, coordinating efforts of summer programming activities, and planning for the academic year
- Collaborate with other Departmental and University Offices including but not limited to Campus Safety, Counseling Services, Student Engagement, Career Services, Murphy Center, Equity, Access, and Opportunity Office, Office of Disability Services, and the Health Center
- Represent the University at on-campus and off-campus events
- Participate in Student Affairs Division-wide initiatives including but not limited to assessment, student outreach, and hiring paraprofessional/professional staff
- Develop and maintain relationships with residents and university personnel
- Serve on University developmental committees as assigned by the President of the University
- Other duties as assigned

### QUALIFICATIONS/SKILLS FOR THE JOB

#### Minimum Qualifications

- Bachelor’s degree required
- Residence Life experience required
- Apparent dedication and passion for Residence Life and Student Affairs

#### Preferred Qualifications:

- Master’s degree in College Student Personnel, Higher Education, Counseling or other related field
- Evidence of active involvement in university life preferred

### Compensation and Benefits

Reviewed by HR on 5/3/19
This is a full-time, twelve-month, live-in appointment on campus

Salary is commensurate with experience

Area Coordinators will be provided with a residential apartment or house on campus which is a requirement of the position

KEY COMPETENCIES

Interdependence: Fosters collaboration

Communication: Strong decision making and communication skills

Accountability: Formulates effective and progressive strategies aligned with University mission and values

Respect: Creates an engaging, collaborative work environment by bringing diverse people and ideas together.

Entrepreneurship: Influences and Inspires

PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.

All qualified and interested candidates should submit resume along with cover letter and a minimum of three references to:

Application materials should be submitted to: Nadia A.V. Lewis Assistant Vice President for Human Resources
Tiffin University tuemployment@tiffin.edu

Attention: Mr. Jacob Simon, Associate Dean of Students

Reviewed by HR on 5/3/19
We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost Equity, Access, & Opportunity/Title IX Coordinator.

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