

WILLIAM WOODS UNIVERSITY
JOB DESCRIPTION

JOB TITLE: Area Coordinator
DEPARTMENT: Student Life
REPORTS TO: Director of Residential Life

GENERAL DESCRIPTION

The Office of Student Life is committed to a philosophy of student learning. The primary function of the Area Coordinator is to assist students in maximizing their opportunities for learning and to support an environment conducive to learning. S/he must be a dynamic individual who is willing and able to reach out to others. The Area Coordinator (AC) must be capable of positively responding to a wide variety of situations. S/he must strive to combine living and learning while working actively with Community Advisors and students to create environments that enhance the academic and personal growth of students. The AC must be committed to the concept of community development and student learning to enhance the out-of-classroom learning experience for all students.

SPECIFIC RESPONSIBILITIES

Major responsibilities include, but are not limited to the following:

1. Supervise and mentor Student Life (undergraduate staff) in the residence halls. Ensure the prompt completion of all administrative responsibilities associated with the supervision of residence hall staff.
2. Attend regular meetings with Residence Life staff to discuss hall business and disseminate campus-wide information. Coordinate and facilitate area staff meetings every other week and meet with Head Community Advisor's as needed.
3. Aid in the coordination and implementation of Residence Life activities which could include selection, programming, evaluation, staff development opportunities, the coordination and facilitation of training programs including fall training in August, mid-year training in January, as well as monthly in-service training opportunities.
4. Work collaboratively with all members of the Residence Life staff. Oversee and support program activities in the residence halls.
5. Be familiar with WWU Residential Life policies. Be able to respond to all emergency situations.
6. Maintain and respect issues of confidentiality. Know when and how to make judgment calls regarding confidentiality in accordance with staff training
7. Serve as a role model and an educator for students. Maintain appropriate conduct throughout the residence halls.
8. Be available and accessible to students.
9. Develop a community environment by building a positive rapport with residents. Focus on living conditions that promote studying, and support Community Advisors in this effort. Encourage self-responsibility among residents and promote consideration and respect among and between all residents.
10. Work with CAs to assist students with academic, social, or personal concerns and refer students to appropriate resources. Be attentive and sensitive to the uniqueness of each student's personal growth, to the diversity of backgrounds and lifestyles.
11. Be cognizant of physical surroundings. Be prepared to respond to maintenance needs in the buildings.
12. Plan and present new developmental and educational programming initiatives within the residence halls; support the campus-wide programming efforts of the Office of Student Life.
13. The AC will oversee educational programming in the halls.
14. Time off: AC's are expected to set aside an adequate amount of time to devote to their academic program, if applicable, and personal needs and interests. The AC is not required to work during scheduled vacation periods (Thanksgiving, and Winter Breaks); however, the ACs are responsible for

the opening and closing of the residence halls for each break (including Thanksgiving, Winter, and Spring Breaks) and each semester. Travel arrangements should be made with this understanding.

15. The AC will work a minimum of 20 hours/week beyond on-call responsibilities. It is important that the AC be available to staff and students in their halls. Requirements will include evening meetings, hall/campus events and scheduled office hours in addition to on-call responsibilities. One AC will be on call and readily available during the academic year. It is expected that the AC will respond to crisis situations or emergencies and assist as necessary. The AC's are responsible for developing the on call schedule.
16. Carry out all of his/her responsibilities in a manner that will promote self-discipline and responsibility-taking. Work cooperatively with all university departments.
17. Work cooperatively with the Director of Residential Life and in such matters as room changes, facilities audits, key security, reporting custodial and maintenance concerns, etc.
18. Duties subject to change based on skills of applicant and needs of Office of Student Life.
19. Other duties as assigned.

REQUIREMENTS:

- Completion of Bachelor's Degree no later than May 2010
- Good understanding of residential learning environments and philosophy
- Genuine interest in and willingness to work with students; understanding of student attitudes, concerns and problems
- Ability to exercise basic human relations skills in directing and motivating staff, and dealing with varied constituencies on and off campus
- Strong organizational and computer skills

PREFERENCES:

- Concurrent enrollment in a graduate program at WWU or at a nearby university
- Experience living or working in a residence hall, peer counselor, or campus/student leadership position(s)
- Successful work with others in a non-university setting, e.g., camp counselor, social work volunteer, etc.
- Experience in supervision, training, and/or diversity

COMPENSATION:

- This is a 10-month live-in position beginning August 1 and ending May 31; however, arrangements may be made for the AC to remain on campus and work as an hourly employee during the summer if their contract is renewed. Housing assignments may change during the summer months. Check-in and check-out of apartment should be arranged with the Office of Student Life. Pets are allowed in accordance with University policy.
- Stipend paid monthly over 10 months.
- Apartment w/ a furnished bedroom, and free internet access through the campus network (apartment available year round with or without summer assignment)
- Board, staff only (reported to IRS) (meals only offered when Tucker is open for traditional students)
- Tuition remission for graduate classes at William Woods University for up to 9 credit hours for Fall and Spring semester and up to 6 credits for summer.
- Area Coordinators may not hold a full-time job. Other part-time employment in or outside the University must be receive prior approval from the Director of Residential Life.
- Professional development funds may be available

ESSENTIAL JOB FUNCTIONS

- Ability to climb several flights of stairs several times each day

- Ability to crouch, kneel, bend or stand for long periods
- Ability to work outdoors in inclement weather
- Ability to speak and read English fluently
- Ability to hear
- Ability to use a computer keyboard
- Effective mobility skills required to move about freely and quickly in office and on campus

APPLICATION PROCESS

Please send cover letter, a completed application (found online www.williamwoods.edu/Attachments/WWUApplicationForm1.doc) and resume with a minimum of three references to Director of Human Resources, Ref: Area Coordinator, William Woods University, One University Avenue, Fulton, MO 65251. Applications will be reviewed on an ongoing basis until the position is filled.

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