

WARREN WILSON COLLEGE
Position Description

POSITION TITLE: Area Coordinator – Housing and Residence Life
(Full-time, 12-month position)

DEPARTMENT: Housing and Residence Life

REPORTS TO: Assistant Dean of Student Life

POSITION SUMMARY: The Area Coordinator is a full time live-in professional staff member responsible for creating a residential environment which supports learning, builds community, respects diversity, promotes environmental citizenship, enhances wellness, and encourages responsibility.

The Area Coordinator's job responsibilities include: serving as the resident director for a residence hall housing 85 to 130 students; supervision of a residential area of approximately 250 students; supervision of 5 undergraduate RDs and 6-10 RAs; assisting with the recruitment, selection, training, and evaluation of residence life staff; managing the day-to-day administrative and facility operations of a residential area; coordinating educational, recreational and social programming; mediating conflict and adjudicating conduct issues; crisis management and participation in an emergency on-call rotation.

The Area Coordinator will also assume collateral responsibilities in one of the following areas: Housing Operations; Student Coffee House Programming and Management; Health Educator and supervisor of Peer Educators on Substance Use.

WORKING CONDITIONS:

1. Twelve-month live-in position.
2. Regular evening and weekend hours required.
3. On-call responsibilities.

QUALIFICATIONS:

1. Master's degree in Higher Education, Student Personnel, Counseling, or other related field preferred.
2. Two years of residence life experience as an RD with emphasis in student and community development, staff supervision and program development experience in the collateral area of interest.
3. Ability to work independently with excellent organizational, communication and interpersonal skills.
4. An appreciation for the college's unique mission and triad educational program.