

Area Coordinator
Embry-Riddle Aeronautical University

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Posted May 23, 2019, set to expire Sep. 22, 2019

Job Title Area Coordinator

Department

Institution Embry-Riddle Aeronautical University
Prescott, Arizona

Date Posted May 23, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Coordinator

Academic Field(s) Residential Life

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Job Description

Shares in the responsibility for overall direction of a comprehensive, auxiliary housing operation serving approximately 1400 students. Primary focus of position is customer service, community, and care. Work in a cooperative office culture to create an environment where over 1,400 students are able to thrive academically, professionally, and personally.

Staff Supervision & Staff Development (30% of essential duties)

- Provide supervision and guidance to student staff, Resident Assistants (RA), on a daily basis, as needed, with regard to student development and intervention strategies.
 - o Meet regularly with Resident Assistants and Assistant Area Coordinator to provide guidance, assess needs and evaluate performance, facilities, and students.
 - o Provide support, advice, guidance or other service regarding specific problem situations, such as roommate conflicts, individual student concerns etc.

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- o Evaluate Resident Assistants and Assistant Area Coordinator formally each semester, coordinate 1-to-1 meeting times for informal evaluations, problem solving and guidance.
- o Develop strategies and concepts that promote staff "team spirit" and effective work relationships. Plan and implement regular staff development activities.
- o Supervise student staff participation in Housing administrative processes such as semester check-in and check-out, room inspections, preview days, surveys etc.

Staff Training/Education/Selection – Assist with staff training and education activities.(5% of essential duties)

- Assist the Assistant Director with the coordination and implementation of Fall & Spring semester staff training to Resident Assistants. Evaluate and select training components, content, guest speakers, facility arrangements, meals and other logistical aspects of training.
- Assist with continuing education sessions and staff development activities for Student Life staff as needed.
- Assist with student staff selection processes.

Housing and Residence Life Administration - Participate in the overall administration of the campus housing program (30% of essential duties)

- Work cooperatively with the other Housing and Residence Life Team Members to set and maintain quality standards for the total residential environment, with major emphasis on Customer Service, Community, and Care.
- Participate in the formulation and implementation of departmental policies and procedures
- Represent the Department of Housing and Residence Life on various university and Prescott area committees.
- Participate in the planning and coordination of campus events such as Accepted Student Preview Day, Open House etc.
- Participate in the Department of Housing and Residence Life's Professional on Duty rotation
- Support and guidance for departmental activities such as check-in, room selection, etc.
- Participate in fire drills
- Parental phone calls
- Clery Reporting requirements
- Title IX Reporting requirements
- Other reporting directives given
- Requires a university meal plan to provide a level of feedback to the food provider, attend meetings during meal times and allows to meet with and provide meals for students as needed.
- Other duties as assigned

Community outreach and presence -- Participate in the overall administration of the campus housing

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program (10% of essential duties)

- Routinely attend community events – provide feedback to RAs, be seen in your community area
- Regularly “walk” your community – interact with residents in an informal setting while also looking for facilities concerns or areas for improvements
- Conduct academic and student of concerns outreach as needed. Provide resources and report interactions to requesting offices/supervisor(s).
- Provide direct, informal support, advice, and guidance to students with personal concerns where appropriate. Develop and carry out intervention strategies for various student needs. Act as a referral agent for areas of concern outside of housing, such as academics, counseling center, financial aid.

Collateral Assignment -- Each Area Coordinator will hold an annual collateral assignment within the department. These assignments are designed to fulfill Departmental/University functions and may change from year to year (25% of essential duties)

- Departmental Assessment (develop, facilitate, analyze, and create reports for surveys and other assessment assignments within the department – work with Assistant Director of Residence Life on assessment initiatives)
- Student Conduct and Training (Adjudicate student conduct cases, provide feedback on Code of Conduct and Student Conduct Process, participate in Behavioral Intervention Team as needed?)
- Student Staff Training (work with Assistant Director of Residence Life to coordinate and implement RA Training, including beginning of term training and regularly scheduled in-service)

Qualifications

Bachelor's Degree any area of study and between 1-3 years related work experience.

Preferred qualifications: Masters in Student Development Theory or similar degree preferred.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.