

Area Coordinator, Governors Complex
University at Buffalo, The State University of New York

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Posted Jan. 22, 2021, set to expire May 24, 2021

Job Title	Area Coordinator, Governors Complex
Department	Res Life Governors
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 22, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Coordinator
Academic Field(s)	Student Services Residential Life
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Job Description

Position Summary

Campus Living is accepting applications in an effort to fill an Area Coordinator position.

The Area Coordinator (AC) is responsible for the residential life functions in the Governors Complex, a set of four residence halls housing approximately 800 students. Through supervision of three Graduate Assistants (Assistant Hall Directors) and approximately 24-30 Paraprofessional Staff Members, the AC fosters a clean, safe, positive, and inclusive community environment that encourages students to develop their full potential. This position includes functions that promote student engagement, academic success, personal development and a strong sense of community through the implementation of the residential curriculum.

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As an Area Coordinator, you will spend the majority of your work time performing a combination of educational, supervisory and administrative functions related to Residential Life. Your responsibilities may include:

Promote student engagement, academic success, personal development and a strong sense of community through the implementation of the residential curriculum

Supervise and train designated staff

Provide primary leadership to Campus Living's student leadership development efforts offered through residential student government activities.

Serve as a representative/advisor on designated boards and committees

Serve as the hall's primary judicial officer

Crisis Intervention, Counseling, Conflict Management

Assist with hall maintenance, housing operations, and administrative tasks

Temporarily assist in the execution of the campus' response to the COVID-19 pandemic

Campus Living, a unit within the Division of Student Life, serves to provide the best residential living experience for students at the University at Buffalo. We support the University's mission by providing residential environments that assist students in being academically and personally successful.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Outstanding Benefits

Working at UB offers world-class benefits that exceed salary alone. There are personal rewards such as health and retirement plans, training opportunities and access to recreational resources. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. We focus on creating and sustaining a healthy mix of work, personal life, and academic pursuits in an effort to support work-life effectiveness.

About Student Life

As a member of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

Minimum Qualifications

Bachelor's degree with one year of full-time experience in college student supervision, judicial affairs,

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orientation or student activities.

Excellent administrative and communications skills are required.

Outstanding listening, oral, and written communication skills.

Ability to work independently to assess an inquiry, prioritize workload, and formulate timely responses to constituents.

High degree of attention to detail and work quality.

Based on the need to respond to crisis situation and serve on a duty rotation, travel within the campus and between campuses is required. Candidates will need to demonstrate their ability to meet the transportation needs of the position.

Preferred Qualifications

Master's degree in Student Personnel, Counseling, Education or related field with one to three years of full-time experience in residence hall or university apartment administration is preferred.

Due to the transportation needs of this position, a valid license to operate a motor vehicle in NYS is also preferred.

Contact Information

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

Contact