Nova Southeastern University

Position Title: Area Coordinator
Center/Department: Residential Life/Division of Student Affairs
Reports To: Director of Residential Life
Date: November 2007

Primary Purpose: This live-in professional directs a residence hall or group of residence halls. The Area Coordinator is responsible for furthering the mission of the Office of Residential Life and the Division of Student Affairs through managing their residential area as outlined below.

Essential Job Functions:
Facilitate Student Success and Develop Community through the following

A. COMMUNITY DEVELOPMENT AND EDUCATIONAL CURRICULUM
1. Work cooperatively with the Director of Residential Life, Assistant Director for Residential Life and the Assistant Area Coordinator to ensure community development which promotes a sense of residential belonging.
2. Provide personal assistance to students through advising, counseling, discipline and crisis intervention.
3. Provide leadership to staff and students in the development of a community environment. (Floor community, hall community, and connection to the campus community).
4. Facilitate the educational curriculum for the specific population of residential students: freshman, sophomores, upper-class, or graduate students.
5. Assist students with issues typical to their developmental level (for ex.-transition to college or graduate school or professional field, financial concerns, stress management, study skills, selecting a major, mentoring, etc.)
6. Maintain a high level of visibility by making every effort to get to know residents in the area and attending resident and staff activities.
7. Support and acts as a resource to the Resident Student Association.
8. Ensure that the needs of residents, including those of minorities and special interest groups are assessed and that programs are initiated to meet those needs.
9. Ensure that community development records are maintained including hall assessments, resources, expenses, participation, etc. for future use by staff and student leaders.

B. POLICY ENFORCEMENT & DUTY COVERAGE
1. Encourage self-discipline, self-government, and respect for individual rights among residents; encourage individual assertiveness.
2. Clearly communicate Residential Life policy to staff and residents.
3. When necessary, assist RAs and GAs in confronting residents who violate policies.
4. Manage the educational discipline process for the residential area.
5. Conduct disciplinary conferences and apply sanctions when appropriate.
6. Assist with weekday, weekend, evening, and vacation duty coverage of campus.

D. STAFF DEVELOPMENT
   1. Supervise the Graduate Assistant working as the Assistant Area Coordinator.
   2. Supervise 8 to 16 Resident Advisors.
   3. Assist with the marketing, recruitment, and selection process of Residential Advisors.
   4. Assist with the Resident Advisor training program.
   5. Assist with the Staff Evaluation program.
   6. Act as a liaison to other campus departments for the Office of Residential Life.
   7. Represent the Office of Residential Life and the Division of Student Affairs on University Committees and participate fully in professional activities.

E. DEPARTMENTAL COMMUNICATION AND DECISION-MAKING
   1. Participate in regular meetings with both the Director for Residential Life, Assistant Director of Residential Life, and the Director for Housing.
   2. Conduct weekly staff meetings.
   3. Attend Senior Staff meetings.
   4. Serve on and chair Residential Life committees assigned by the Director of Residential Life.
   5. Provide input to decisions regarding policies, procedures, and programs.
   6. Keep professional staff informed about critical issues and concerns in the area.
   7. Establish continuous communication with other Residential Life staff and University staff (Public Safety, Student Life, Dining Services, etc.).

F. ADMINISTRATION
   1. Coordinate the administrative functions in the area, including preparation of weekly reports, key inventories, and timely completion of forms and correspondence.
   2. Assist with check-in, check-out of all residents and coordinates/cooperates with the Director of Housing on all tasks related to assignment of rooms.
   3. Assist with maintenance of facilities.
   4. Assess the success of Residential Life programs and research/benchmark for the Office.

Marginal Job Functions:

1. Assist with program preparation and set up when needed.
2. Assist the Director of Residential Life and the Office of the Dean and Associate Dean of Student Affairs in special project assignments.

3. Occasionally attend local, regional, and national workshops and meetings.

**Additional Job Functions:**

Nova Southeastern University is in full compliance with the Americans With Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities and will make reasonable accommodation when necessary. The following are abilities and physical requirements for all positions at the University:

1. Ability to communicate effectively with others, with or without the use of an interpreter.

2. Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.

3. Ability to work cooperatively with colleagues and supervisory staff at all levels.

4. May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.

5. May be required to accomplish job duties using various types of equipment/supplies to include but not limited to pens, pencils, calculators, computer keyboards, telephones etc.

6. May be required to transport oneself to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meeting, conferences, workshops, seminars, etc.

**Minimum Qualifications:**

1. Master’s Degree in applicable field preferred.

2. Residential life experience required.

3. Successful experience in staff supervision, leadership development, advising, crisis intervention, counseling and hall administration.