

## Job Description

Position: Area Coordinator/Student Activities Coordinator  
Status: Administrative/Full-Time  
Area: Student Services  
Supervisor: Associate Dean of Students  
Date: March 2010

### **Summary:**

This position is a full-time 12-month, live-in position, which coordinates the day-to-day essential functions of residence halls or apartment buildings in assigned area and assists in the development of student activities and programs through Morningside Activities Council (M.A.C.), Multicultural Programs, and Homecoming.

### **Duties and Responsibilities:**

#### Administrative/Supervisory

#### Area Coordinator

1. Participate in the recruitment, training, supervision, and evaluation of paraprofessional and student employees.
2. Direct weekly staff meetings with Head Residents and Resident Assistants.
3. Participate in the opening and closing of campus residential facilities.
4. Participate in an on-call duty rotation, providing 24-hour crisis management services as needed. Confront policy violations when incidents arise, and act as first-response counselor when required.
5. Assist with room registration and placement assignments as needed.
6. Perform general residence life administrative duties, including file maintenance, waivers, transfers, etc.
7. Meet regularly with custodians and maintenance to ensure smooth operation of the assigned residential area.
8. Assist in the creation, planning and execution of staff training weeks and educational/training in-services.
9. Support retention efforts as needed.
10. Assist in the management of departmental budgets.
11. Participate in weekly meeting with the Associate Dean of Students.
12. Perform miscellaneous job-related administrative/supervisory duties as assigned

#### Student Activities and Programs

1. Monitor and evaluate Morningside Activities Council (M.A.C.) events, multicultural programs and other activities as assigned.
2. Participate in the recruitment, training, supervision, and evaluation of M.A.C. members.
3. Coordinate chaperones for M.A.C. activities and other student activity events as needed.
4. Serve on institutional committees as assigned (homecoming, orientation, family weekend, etc.).
5. Develop programming around designated heritage events/months.

### Multicultural Programs

1. Assist with the development of a comprehensive multicultural program calendar.
2. Assess the needs of campus in regards to diversity programming, awareness, etc.
3. Develop building-specific educational programs as needed.
4. Work closely with other campus offices to further resident knowledge of campus and community services.
5. Work with Diversity at Morningside (DAM) to implement programs, events, etc., and serve as co-advisor as needed.
6. Be an advocate for multicultural issues and topics impacting students and the campus community.

### Counseling/Advising

1. Serve as a resource for R.A. and campus programming.
2. Make referrals, which will provide aid to students in obtaining assistance from other offices.
3. Interact with students as a resource person and advisor.
4. Serve as advisor to M.A.C., Diversity at Morningside, and the Student Homecoming Directors.
5. Serve as advisor to the Greek Council.
6. Perform miscellaneous job-related counseling/advising duties as assigned.

### Student Post Office

1. Participate in the recruitment, training, supervision, and evaluation of Student Post Office staff.
2. Direct weekly staff meetings with Student Post Office Managers.
3. Assign student post office boxes
4. Responsible for maintenance of student post office boxes

### **Knowledge, Skills, and Abilities:**

1. Strong verbal and written communication skills.
2. Ability to work well with students, faculty, and administrators.
3. Experience in Residence Life and/or Student Activities.
4. Strong computer skills.

### **Education and Experience:**

1. Bachelor's degree required, master's degree preferred.