



## St. Cloud State University Area Coordinator

### **Position Summary:**

The Area Coordinator is an integral member of a rapidly growing department and is responsible for the overall administration of student learning and housing components in an assigned student residential area, housing approximately 1,500 students. The Area Coordinator is a member of the Department of Residential Life under the leadership of the Division of Student Life and Development. Area Coordinators are supervised by the Associate Director of Residential Life and is a member of the Central Leadership Team which includes the Director and three Associate Directors.

Area Coordinators have primary responsibility for meeting the student needs and managing residential life operations in an assigned residential area of 4-5 halls. Area Coordinators maintain open lines of communication between Residence Directors (RD), Graduate Assistant Hall Directors (GA), and Community Advisors (CA) in the residence halls and the central office. There are approximately 100 CA, 7 GA, and 7 RD staff members supporting a residential population of 3,154 students living in nine residential buildings/areas. Area Coordinators have additional responsibilities for assisting in planning and implementing various administrative and programmatic activities for the department.

### **Essential Duties, Tasks and Responsibilities:**

#### **Area responsibilities include:**

- Provide primary leadership, support and supervision for the full-time Residence Directors and Graduate Assistants in assigned area.
- Coordinate Graduate Assistant recruitment, selection, and continued training; implement all staff related training.
- Establish goals or coordinate goal setting for the year and the development of an organizational plan by which to achieve these goals.
- Ensure that Community Standards are created, maintained and fully utilized within assigned area. Challenge staff to effectively utilize standards to address hall community issues.
- Meet every-other-week with hall presidents and other student leaders to address community issues.
- Assist parents and students with problem resolution.
- Assist with creating socially just communities where differences are celebrated.
- Develop, coordinate and implement community development efforts within the area.
- Support the programming efforts and track the budgetary resources for professional and paraprofessional staff in assigned area.
- Provide ongoing training and evaluation of performance of staff in assigned area; particularly in the areas of community building, emergency procedures/crisis management, diversity and policy implementation.
- In addition to individual supervision sessions, hold regular, weekly team meetings with staff in assigned area.
- Assist area professional and paraprofessional staff in responding to student issues, student emergencies and crisis situations.
- Provide basic counseling and advising to residential students.
- Provide support to the university student discipline program through level II adjudication.
- Supervise the opening and closing of area residence halls at the beginning and end of a semester and at breaks.
- Uphold university policies and the rights of all members of the community through example, education, counseling, conflict resolution and disciplinary action.

#### **Building responsibilities include:**

- Coordinate computerized databases and technical needs of the assigned area.
- Assist with the collection of delinquent student/departmental accounts.
- Manage physical plant work request process for the assigned area. Investigate and assign damage billing when appropriate.
- Maintain communicative relationships with area custodial (GMW) and maintenance staff.

- Work with staff to maintain an open dialogue with students about care of the facilities.

**Departmental responsibilities include:**

- Participate in weekly central leadership meetings and departmental decision making.
- Advise or co-advise assigned student groups/organizations affiliated with the Department of Residential Life (e.g. Residence Hall Association, National Residence Hall Honorary, Presidents Council, Leadership Retreats, etc.).
- Chair department-wide committees and participate in leadership team.
- Participate in departmental administrative functions such as staff recruitment, selection, training processes, in-services, evaluation and assessment efforts.
- Assist with department assessment activities, student recruitment and retention initiatives.
- Participate in on-call rotation; serve as the first professional level of support in response to crisis situations.
- Summer assignments may include developing and implementing professional and Community Advisor fall staff training, conferences, updating/creating of staff manuals, and other central office functions as assigned.
- Perform a variety of administrative functions to support the goals and objectives of the department.
- Maintain regular office hours in the departmental office (8:00am to 4:30pm); responds to written and oral communication. Approval for schedule changes due to late night meetings, events or crisis can be discussed with Associate Director.

**Division of Student Life and Development responsibilities include:**

- Attendance and presentation at regional/national conferences is expected.
- Collaborate with various university departments and external agencies.
- Participate in divisional and campus committees and task forces.
- Represent the Department of Residential Life and the Division of Student Life and Development as requested.

\*Assume other responsibilities as assigned.

**Minimum Qualifications:**

A solid background in student affairs with minimum of three years full-time, post-master's degree residential life experience is required. A Master's degree is required. Preference will be given to candidates with prior live-in residence life experience and experience with student discipline programs, and crisis case management. To be successful in this position, the Area Coordinator must have excellent interpersonal communication, both written and verbal, organization skills, administrative skills, supervision experience and a commitment to the social and academic development of students. Additionally, the Area Coordinator must have a demonstrated desire to work with diverse groups and individuals. Proven working knowledge of student development theory and demonstrated commitment to social justice is required.

The successful candidate will be highly motivated, energetic and ready to assume the responsibility for a demanding program. The successful candidate will have the ability to handle highly confidential material and have excellent attention to detail. The successful candidate must be able to promote the Residential Life program to all members of the university community and motivate high enthusiasm for the program at all levels. The successful candidate must possess the ability to manage multiple projects and meet deadlines.

**Salary:**

The Area Coordinator is a twelve-month, live-out mid-level administrative position reporting to the Associate Director of Student Life and Development within the Department of Residential Life. Starting salary range is competitive and commensurate with experience, and includes a comprehensive state employee benefits package including retirement plan, health and dental insurance, tuition waiver and professional development funds.

**To Apply:**

Please submit a letter of application, resume and the name, mailing address, telephone number and email address of three professional references to:

Area Coordinator Search Committee  
Residential Life, Carol Hall  
St. Cloud State University  
720 Fourth Avenue South  
St. Cloud, MN 56301-4498

A completed application will also include official transcripts required for interview. Appointment will be contingent upon completion of a successful criminal history background check. SCSU is a member of the Minnesota State Colleges and Universities System and is committed to excellence, actively supporting cultural diversity. To promote this endeavor, we invite individuals who contribute to such diversity to apply, including minorities, women, GLBT, and persons with disabilities.