

Position Vacancy Westminster College

Area Coordinator – Student Affairs

Position Summary

The Area Coordinator (AC) serves as the designated leader of a set group of residence halls and is charged with creating a vibrant, inclusive and welcoming community within their designated area. The AC will supervise 8-15 Resident Assistants, manage and direct all community building activities, serve as a resource and adviser for residents and oversee all processes for their designated area, including, but not limited to, opening and closing of residence halls, health and safety inspections and room changes.

The AC is a pivotal role in aiding students to lead lives of meaning, integrity, leadership, service and citizenship. The AC works collaboratively with campus partners to support student recruitment and retention, student wellness and achievement, and effective utilization of campus resources and facilities. The AC reports directly to the Director of Residence Life (DRL).

Primary Responsibilities

1. Serve as the primary administrator for 2-3 residential facilities, including community building, supervision of staff, student advocacy, support, and management of facilities.
2. Directly hire, train, supervise, evaluate and support 8-15 paraprofessional Resident Assistants.
3. Create a positive and inclusive community through developing and implementing programming events with staff, guiding staff on developing individual connections with residents, partnering with campus organizations and departments, and enforcing policies and procedures to ensure an accountable and respectful community.
4. Facilitate the opening and closing of assigned residence halls at the beginning and end of each semester, as well as during break periods.
5. Assist the department in the administration of housing selection/assignment processes, staff recruitment and selection, and fall, spring and on-going staff training.
6. Work collaboratively with campus partners, including but not limited to Physical Plant, Public Safety, Wellness Center and other student support areas.
7. Serve in on-call rotation with other ACs, supporting response of Resident Assistants and the campus community. Partner with campus support services to provide necessary resources to students and coordinate response to immediate needs and on-going support. Participate in crisis response debrief meetings to ensure on-going review of protocols and support of students.

Additional Responsibilities

1. Assume primary responsibility for department functions under the guidance of the DRL in a specific functional area, including housing operations, selection and training of student staff, and recognition and assessment efforts.
2. Serve as a hearing officer for student conduct cases, including communicating and enforcing student responsibilities.
3. Provide referrals for students experiencing social, emotional or academic difficulties, including CARE case management.
4. Teach one section of WST101 each Fall semester, a one-credit course on the transition to college.

5. Assume summer role and responsibilities of supporting Summer Camps and Conferences.
6. Other duties as assigned by the Director of Residence Life.

Position Requirements

A successful candidate will have direct experience in residence life and housing as a resident assistant, head resident assistant and/or graduate assistant. Ideally, the candidate will have worked within a live-in capacity in the residence halls and had prior experience with programming and crisis management, as well as demonstrate strong written and verbal communication skills and a commitment to an inclusive environment. Candidates with similar experiences in student organizations, activities or leadership development are also encouraged to apply. Candidates must have a can-do attitude and strive for excellence in their work in order to provide students the best possible campus experience.

A bachelor's degree is required with a master's degree preferred. This position is a 12-month, live-in role with campus housing provided in an on-campus, furnished apartment. Partners and pets are welcome. A reserved, free parking space is provided. Remote work is available during academic breaks after a 3-month probationary period.

Interested individuals should send a cover letter, resume and the names and contact information for at least three professional references to residencelife@westminster.edu by **September 19, 2025**. Applications will be accepted until the position is filled. Westminster College is an equal opportunity employer.