

Position Vacancy

Area Coordinator – Residence Life

Westminster College is currently seeking applicants for our full-time/12 months per year, live-on campus **Area Coordinator** role for a Summer 2023 start date. The primary purpose of this position is to lead and oversee residential communities to ensure a healthy and vibrant community and to support undergraduate student staff. This entry-level position is ideal for candidates looking to gain experience in Residence Life and Student Affairs. This position includes a furnished on-campus apartment (partners and pets welcome) and a reserved/free parking spot.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.

Primary Responsibilities

- Serve as the primary administrator for 2-3 residential facilities, including community building, staff, supervision, student advocacy, support, and management of facilities.
- Provide direct supervision, evaluation, and support to 9-12 para-professional Resident Assistants and two Head Resident Assistants.
- Facilitate the opening and closing of assigned residence halls at the beginning and end of each semester as well as during break periods.
- Assumes department functions which may include serving on or taking a leadership role in one or more of the following areas: Departmental Assessment, Appreciation and Wellness, Diversity and Equity Initiatives, Programming, and Technology.
- Assist the department in the administration of housing selection/assignment processes, staff recruitment and selection, fall and spring staff training,
- Work collaboratively with campus partners, including but not limited to Physical Plant, Public Safety, and other student support areas.
- Assume summer role and responsibilities of supporting Summer Camps and Conferences.

Additional Responsibilities

- Serve as a hearing officer for student conduct cases, including communicating and enforcing student responsibilities.
- Provide intervention and referral for students experiencing social, emotional, or academic difficulties, including CARE case management
- Serve as the on-call professional staff on campus in the on-call rotation for the Residence Life and Student Affairs division. The situations usually occur on campus in the evenings and weekends, as well as during the typical workday. This responsibility can include COVID response as needed.
- Teach one section of Westminster 101, a college transitions course
- Other duties as assigned by the Director of Residence Life

Requirements

Bachelor's degree required, two years of relevant experience. Master's degree preferred. Strong theoretical and philosophical foundation in student development and residence life; strong written and oral communication skills; demonstrated understanding of and commitment to issues of diversity and inclusion in higher education; criminal and other relevant background checks

Candidates that are interested in applying should send their resume, cover letter, and names of three professional references by email to SAJobApplications@westminster.edu no later than **March 3, 2023**.