

Area Coordinator: Academic Success

Westminster College, New Wilmington, PA is currently seeking applicants for the **Area Coordinator: Academic Success**. This is a 11-month, full-time, live-in position responsible for supporting undergraduate student staff and residential students while ensuring facilities are well-maintained and safe. Additionally, the position plays a vital role in supporting the work of the Academic Success Center through coordinating its Peer Tutoring Program and leading a student staff of 25 paid tutors.

Residence Life Responsibilities

The percentage of time dedicated to residence life responsibilities will vary day-to-day and week-to-week. Generally, 50% time will be dedicated to residence life for 10-months of the year. Because training, opening, and closing will require more time, 100% of time will be dedicated to residence life for approximately 4 weeks of the 11-month contract.

- Area Coordinator for: Galbreath and Shaw Halls
- Supervise, develop, and support undergraduate staff for assigned residential area
- Assist with Residence Life programs such as RA Training, RA Appreciation Week, RA Selection and end of the year RA Banquet
- Manage all operational functions for assigned residential area ensuring safety, building maintenance, work orders, room and common area inventories, damage assessments, supervising the opening and closing of facilities throughout the year
- Participate in the on-call rotation schedule for Area Coordinator/Quarantine and Isolation Team

Academic Success Center Responsibilities

Generally, 50% time will be dedicated to academic success center responsibilities for 10-months of the year.

- Recruit, train, supervise, and evaluate qualified and diverse peer tutors from across academic disciplines.
- Manage payroll processes for peer tutors.
- Triage and respond to student requests for tutoring.
- Leverage technologies for both in person and online tutoring services.
- Track key metrics of student learning and success to contribute to ASC annual assessment reports.
- Assist with the attainment of the College Reading and Learning Center's International Tutor Training Certification.

Additional Responsibilities

- Serve as hearing officer in the student conduct program
- Demonstrated ability to coordinate and collaborate across various offices and departments
- Other duties as assigned

Requirements

Master's degree in Student Affairs or related field. Strong theoretical and philosophical foundation in student development and residence life; demonstrated experience with advising student organizations, campus programming, and event management; demonstrated understanding of and commitment to issues of diversity and inclusion in higher education; criminal and other relevant background checks will be required

Supervision

This Area Coordinator position will have a dual supervisor model. Residence Life and Student Engagement components of the position are supervised by the Assistant Dean of Student Affairs. The Academic Success components are supervised by the Director of the Academic Success Center.

To Apply: Please send cover letter, resume, and the names and contact information for at least three professional references by email to SAJobApplications@westminster.edu Priority will be given to applications received by **May 26, 2022**, but will be accepted until position is filled.

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