Area Coordinator: Housing

Westminster College is currently seeking applicants for the **Area Coordinator: Housing**. This is a 12-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 Student Affairs, specifically through administration of housing & data management.

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

**Residence Life Responsibilities**
- Area Coordinator for lower campus: Eichenauer Hall, Russell Hall, & Berlin Village complex
- Supervise, develop, and support undergraduate staff for assigned residential area, including senior RAs
- Facilitate residential education model and assist RA staff to foster safe and inclusive communities
- 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

**Student Affairs Responsibilities**
- Housing Coordinator responsible for room assignments for Berlin Village townhouses and residential living for returning and first year students, including fraternity/sorority housing processes.
- Manage early arrival housing process and break housing procedures
- Ensure customer service, student satisfaction, and student safety in all housing processes
- Serve as the Data Manager for the Student Affairs division, managing the student information system and other technologies that support division work
- Engage in developmental conversations as a hearing officer, both in Student Conduct and Title IX hearings

**Additional Responsibilities**
- Teach one section of Westminster 101, a college transitions course
- Participate in the on-call rotation schedule for Area Coordinator team
- Provide intervention and referral for students experiencing social, emotional, or academic difficulties, including CARE case management
- Other duties as assigned by either the Associate Dean or Vice President of Student Affairs

**Requirements**
Master’s degree in Student Affairs or related field. Strong theoretical and philosophical foundation in student development and residence life; demonstrated experience with assessment and technology skills with SIS, databases, and interpreting data; 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

**Supervision**
The Residence Life components of this position are supervised by the Associate Dean of Student Affairs. The Student Affairs components are supervised by the Vice President of Student Affairs.

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. We are currently conducting searches for multiple area coordinator positions. Please be sure to specify Area Coordinator: Housing in your email. Priority will be given to applications received by **May 15, 2020**, but will be accepted until positions are filled.