Area Coordinator: Student Engagement

Westminster College is currently seeking applicants for the **Area Coordinator: Student Engagement**. This is a 10-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 Engagement, specifically through oversight of Campus Programming Council, Student Organizations and assisting with Fraternity and Sorority Life.

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

**Student Affairs Responsibilities**

- Advise the Campus Programming Council (CPC), assisting them in planning evening and weekend social programming for the student body. Accompany CPC to the National Association of Campus Activities national or regional conference, review and sign contracts, and oversee the CPC budget. Train and educate CPC leadership team in contract negotiation, event management, fiscal management, and assessment of campus programs.
- Oversee all recognized student organizations; assist with annual training and transition of student organization officers
- Develop and market innovative programming weekly including weekend programs.
- Assist with Fraternity and Sorority Life responsibilities including roster management, recruitment, advising councils, and annual events such as Greek Week.

**Residence Life Responsibilities**

- Area Coordinator for: Ferguson Hall and Thompson House
- Supervise, develop, and support undergraduate staff for assigned residential area, including head 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
- Participate in the on-call rotation schedule for Area Coordinator team

**Additional Responsibilities**

- Teach one section of Westminster 101, a college transitions course
- Serve as hearing office in the student conduct program
- 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

**Supervision**

This Area Coordinator position is fully supervised by the Assistant Dean 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. Priority will be given to applications received by **November 18, 2020**, but will be accepted until positions are filled.