



## **POSITION DESCRIPTION**

### **Area Coordinator (Live-In) -Marshall Hall (Male Residence Hall)**

**DEPARTMENT:** Office of Housing & Residence Life

**CLASSIFICATION:** Exempt – Full Time

**SHIFT:** Monday – Friday, 3:00pm –11:00pm, Additional hours, including summer programming and weekends as requested and/or needed.

**SALARY:** \$35,000 annually

#### **FUNCTION:**

- The Area Coordinator (AC) ensures a safe residential environment, that is inclusive and conducive to learning and a positive overall all collegiate experience.
- The AC provides leadership in the Residence Hall, provides support to the Residence Hall Director; and provides support, guidance, intervention measures programming for residential students.
- The AC should be dedicated to building a dynamic, nourishing, and enriching residence hall community that fosters Christian values consistent with the ideals and educational mission of Clinton College.

**REPORT** Director of Student Engagement/Retention and Residence Life

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Research and responds to inquiries from students, parents, and campus partners in order to provide or clarify information on departmental services, programs, policies, or procedures.
- Supervises, assists, and evaluates Resident Assistants
- Meet weekly with the Director of Student Engagement/Retention and Residence Life.
- Participates in on-call/duty rotation with the Residence Life staff, responding to emergencies, crisis, policy violations and other student's incidents that extend into early morning hours.
- Attends Residence Life Training sessions and coordinate training sessions for RA staff.
- Assists in the selection process of Resident Assistant staff.
- Responds objectively and fairly to residence hall/area issues.
- Conducts regularly scheduled Health and Safety room Inspections and corresponding paperwork.

- Remains available during assigned duty periods as well as major weekends and campus events, and maintains office hours to be accessible to students and or staff.
- Attends programs and socials on campus in an effort to build community relations with students and staff.
- Follow up weekly with students who have gone through the student conduct process to guide them back into a positive relationship with the community.
- The daily management of on-campus housing assignment processes including residence hall assignments, room selection processes, room changes, space management, and supervise break and year-end residence openings and closings.
- Creates, submits, and maintain necessary Residential Hall reports, i.e. occupancy reports maintenance reports, incidence reports, and any other data as requested by the Director of Student Engagement/Retention and Residence Life or campus official.
- Drive campus van as needed, to transport students to school functions, medical emergencies, and shuttle run rotation.
- Supports the overall success of Housing and Residence Life by performing all other duties assigned.
- Under the Clery Act, Residence Life staff are considered Campus Security Authorities and as such are required by law to report the following crimes to the on-call system and to campus security department immediately upon learning of them: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations, weapons violations, stalking, domestic violence and dating violence. This position is also required to report bias-related (hate) crimes for the following offenses: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, intimidation, simple assault, and damage/destruction/vandalism of property.
- Other Duties as assigned.

### **ESSENTIAL EMPLOYEE**

This position is designated as an Essential Employee. Essential Employees are those who are expected to be on duty to operate the College and provide for the safety and well-being of our students when normal operations are suspended e.g. when classes are cancelled or delayed and when non-essential employees are released from work. Staffing of essential support services may be at reduced levels, determined by the Administrator, dependent on the needs of our students. No compensatory time, additional wages or premium wages will be paid under these circumstances since the suspended hours are scheduled hours and part of each employee's regular duties.

### **MENTAL DEMANDS**

The mental demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Examples of mental demands include reading (documents), detailed work, confidentiality, language, math, reasoning, oral communications, written communications, customer contact, multiple concurrent tasks, constant interruptions, and performing calculations when necessary.

## **MINIMUM QUALIFICATIONS**

**Education:** Associate degree.  
Bachelor's degree preferred.

**Experience:** At least one year of work experience in a field related to the position, such as housing, leasing, student affairs, customer service, etc. is required; at least three years of experience as described above is preferred.

**Skills:** Excellent verbal and written communication skills, including interpersonal communication skills and public speaking skills are required. Excellent customer services skills, including independent problem solving, are required. The ability to respond to multiple requests in a fast-paced environment is required. The ability to take initiative and work independently within specified time constraints while demonstrating sound judgment and decision-making skills is required. Proficiency with all aspects of Microsoft Office is required. The ability to participate in long- and short-range planning processes is required. The ability to set goals and strive for continuous improvement is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required. Experience working with diverse populations is preferred. Knowledge of standard operating procedures for residence hall facilities and an understanding of occupancy management, including report writing, are preferred.

### **Knowledge/Skills/Abilities:**

- Knowledge of housing practices and procedures, housing record keeping procedures, and institutional purchasing practices and procedures related to housing operations.
- Ability to maintain records and prepare reports related to housing operations and interpret housing rules and regulations.

### **Additional Information:**

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment.

### **Application Instructions:**

**Applications should include a cover letter and resume and must be sent**, preferably in PDF format, to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu). The subject line of the email should read "Area Coordinator-Marshall Hall". The process will continue until the position is filled.

*Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.*