ANNOUNCEMENT OF POSITION VACANCY
Area Coordinator
(Monument Hall, Rait Hall, and Walnut Ridge Apartments)

SUMMARY: This is a 12-month, professional live-in position reporting to the Assistant Director for Residence Life. The Area Coordinator participates as a member of the Residence Life staff, creates opportunities for student development through the Residence Life Learning Plan and individual student interactions, and demonstrates a strong student focus with evening and weekend commitments. This position is responsible for the organization and leadership of the student development programs, supervision of student staff, and management of administrative operations of a residential area (of three or more undergraduate halls/apartment complexes).

Residence Life is committed to the concept that students should have the opportunity for growth and development outside of the classroom with Residence Life as an integral part of this learning experience. The Area Coordinator is a key person in the overall operation and success of a growing community within a large residential area. In supporting the learning environment, the Area Coordinator is a role model, a facilitator, a leader, and an essential person in experience and education of the students who reside on campus. The Area Coordinator must enjoy living and working with university-age students and be committed to education and student development.

DUTIES and RESPONSIBILITIES include but are not limited to the following:

Staff Responsibilities: Supervise, train, and evaluate student staff. This includes weekly/biweekly meetings with Senior Resident Assistants and Resident Assistants both individually and collectively. The Area Coordinator also supervises multiple front desk staffs, in which the Area Coordinator is responsible for hiring, supervising and evaluating Desk Attendants and creating a work schedule for the desks in the respective hall/area.

Student Outreach: Establish personal contact with students in order to adequately address student needs and concerns by remaining visible, approachable, and active in the halls. Actively work toward university goal of increasing student retention by knowing the residents and assisting them in aspects of university life.

Administration and Management: Maintain general operation of residential area, including attention to administrative detail, budget management, assessment of both physical environment, and communication with the custodial and facilities staff. Engage with other campus departments and personnel in the administration of primary and collateral duties. Sit on university committees where appropriate.

Leadership and Programming: Encourage the leadership development of students, assist with advising of Hall Council(s), facilitate enriching activities with student staff and Hall Council(s) and implements Residence Life Learning Plan designed to support first-year and second-year students as they transition to the rigors and responsibilities of university life.

Mentoring, Advising and Crisis Intervention: Provide assistance to students experiencing emotional, academic, physical, and/or interpersonal difficulties, and refer them to other professionals when appropriate. Assist in crisis/emergency situations. Attend staff trainings, as provided by the Department.

Policy and Discipline: Understand, support, and enforce campus policies and regulations in an appropriate context; conduct educational disciplinary meetings; and assign appropriate sanctions. Support Resident Assistants in the enforcement of policy and discipline.

Duty Coverage and Accessibility: Serve as on-call contact for campus emergencies; generally one out of every five weeks. Maintain scheduled office hours in each hall.
Other Responsibilities: Participate in Residence Life administrative tasks, including professional and student staff selection and training, staff development, and facilitate individual collateral assignment, such as:

- Themed Community Coordinator
- Residence Hall Association (RHA)/Residence Hall Council (RHC) Advisor
- Summer Conferences Coordinator
- Conduct Board Chair
- Coordinator of Staff Selection, Training and Recognition
- Coordinator of Communications/Outreach

SUPERVISORY RESPONSIBILITIES

The Area Coordinator supervises Front Desk Operation Staff for respective halls, Senior Resident Assistants, and Resident Assistants and is responsible for two undergraduate residence halls and one apartment complex with approximately 585 students.

REQUIRED EDUCATION & EXPERIENCE: A Baccalaureate from an accredited institution and at least one year of professional experience in Residence Life, Student Affairs or a related field is required. A Master’s Degree with two or more years of related experience is preferred. The Area Coordinator must demonstrate a strong commitment to student development and learning. Demonstration of excellence in organizational skills and an ability to work cooperatively with students, faculty, and staff is required.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

DESIRED QUALIFICATIONS/EXPERIENCE:

- Knowledge of student development theory and practice
- Counseling, crisis/emergency and conflict management skills
- Experience with or knowledge of residential curriculum models
- Experience with adjudicating student conduct
- Experience with or knowledge of student governance/councils
- Experience in managerial and fiscal practices
- Skill in supervisory practices and techniques
- Computer literacy with a proficient understanding of word processing, spreadsheet and database programs

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TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by April 8, 2016.
APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references and three current or previous supervisors whom we may contact., and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:
Area Coordinator Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

*Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.*

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