

AREA COORDINATOR POSITION DESCRIPTION
2008-2009

GENERAL INFORMATION

Wittenberg University is a Lutheran, church related-university with an enrollment of approximately 2000 students. Designated as a national liberal arts college, Wittenberg University recruits students from all states of the United States and many foreign countries. The campus is situated on 70 acres of rolling hills in Springfield, Ohio and is easily accessible from Columbus and Dayton.

RESIDENCE LIFE INFORMATION

Approximately 1,100 students live in six coeducational residence halls and one female residence hall on campus. All halls house a mixture of upper-class and first-year students. The composition of each hall's residence life staff is unique. Area Coordinators supervise a student staff combination of Resident Advisor, and Community Advisors. Community Advisors have added responsibilities in addition to being a student staff member, and live in the hall in which the Area Coordinator does not live. Area Coordinators work in conjunction with Resident Advisors and Community Advisors to build hall community. Beginning in the fall of 2008, Wittenberg will be piloting first-year living/learning communities.

AREA COORDINATOR RESPONSIBILITIES

The Area Coordinator position at Wittenberg is one with primary responsibility in the residence hall. The Student Life staff is dedicated to student growth and development outside of the classroom and considers Residence Life as an integral part of this learning experience. In supporting the learning environment, the Area Coordinator is a role model, a facilitator, a leader, and an essential person in the effective operation of the residence life program. Wittenberg is dedicated to the professional development of area coordinators and, thus, collateral assignments are part of this position based on the needs of the University and the talents and desires of the ACs. This on-campus, live-in position is especially demanding of personal time. The duties of the Area Coordinator may vary in each area, but the following are uniform expectations and responsibilities in general order of time commitment:

- **Staff Responsibilities:** Supervises, trains, and evaluates student staff. This includes weekly meetings with Resident Advisors and Community Advisors both individually and collectively. Conducts assessments of residence hall climate.
- **Administration and Management:** Maintains general operation of two residence halls, including attention to significant administrative detail, budget management, assessment of both hall's physical environment, and communication with the custodial staff. Engages with other campus departments and personnel in the administration of primary and collateral duties. Sits on university committees where appropriate.
- **Leadership Facilitation and Programming:** Encourages the development of students, advises Hall Government, facilitates creative programming through student staff and hall government and implements the First Year Experience (FYE) residential program designed to support first-year students as they transition to the rigors and responsibilities of university life.
- **Student Outreach:** Establishes personal contact with students in order to adequately address student needs and concerns by remaining visible, approachable, and active in the halls.

- **Policy and Discipline:** Understands, supports, and enforces campus regulations in a developmentally appropriate context; conducts educational disciplinary meetings; and assigns appropriate sanctions. Supports resident advisors in the enforcement of policy and discipline.
- **Counseling and Crisis Intervention:** Provides assistance to students experiencing emotional, academic, physical, and/or interpersonal difficulties, and refers them to other professionals when appropriate. Assists in crisis situations through immediate action and sound judgment
- **Duty Coverage and Accessibility:** Serves as on-call contact for campus emergencies; generally two weeks out of every 5 weeks. Provides in-hall duty coverage during open break periods. Maintains scheduled office hours in each hall.
- **Other Responsibilities:** Participates in Student Life administrative tasks. Current tasks include Professional and Student Staff Selection, Staff Development, Housing Lottery and Staff Training.

SUPERVISOR

Reports to the Associate Dean of Students, Director of Residence Life.

QUALIFICATIONS

Master's degree in student personnel or related field preferred. At least two years residence life experience required. Candidates should have a commitment to and an understanding of a liberal arts education and diversity at a church-related college.

BENEFITS INCLUDE:

A furnished apartment (including utilities) and liberal board plan, professional development monies and opportunities. Wittenberg University provides a comprehensive benefit package for employees.