



Expanded Job Description

4UW-System Position Title: Residence Life Coordinator III

Business Title: Area Coordinator

Major Department Code: 128-8-851000

Supervisor Name: Sara Schilling

Appointment Type: Renewable

FLSA Status: Exempt

FTE (Percentage of Appointment): 100%

Typical Working Schedule: 9:00 AM-4:00 PM, remaining hours flexible, includes some evenings and weekends

POSITION SUMMARY:

The Area Coordinator is responsible for the overall leadership and management of assigned residence hall(s) serving 250-500 students and supervision of 10-16 Resident Assistants and one Community Assistant (a student in an elevated hall leadership role). This position oversees the programming and support for the on-campus residential community, responds to emergency situations, and helps to create an inclusive and safe living community. This position also supports Residence Life through participation in department-wide functions, strategic initiatives, and services.

This is a live-in position (apartment and meal plan provided) with weekly evening work and some weekend work required. This position requires responsibilities of navigating campus residence halls, some without elevators, and requires infrequent lifting of items of at least 25lbs.

RESPONSIBILITIES:

40% Community Development and Residence Education

- Implements campus, divisional, and departmental priorities, focusing on community, student development, and academic success.
- Assists with creating inclusive and engaged residential communities that focus on student academic success and a sense of connectedness.
- Maintains visibility in the halls and personal contact with residents through daily social interaction, office hours, and attendance at hall meetings and functions focusing on student satisfaction, wellbeing, adjustment to college, and personal and academic success.
- Collaborates with Assistant Directors and implements a residential curriculum, focused on departmental learning outcome goals and the goals of Living Learning Communities and/or Themed Communities.
- Reviews, tracks, and assesses programming and involvement opportunities.
- Advises assigned Hall Programming and Activities Board, in collaboration with the Community Assistant, by providing training and leadership development, attending weekly meetings, mentoring executive board members, monitoring budgets and expenditures, and supporting events and activities.
- Assists staff in responding to crisis and student conduct situations according to established policies and procedures.
- Serves as a Residence Life student conduct hearing officer by investigating policy violations and adjudicating student conduct cases.
- Educates staff, students, and guests on university policies and procedures.



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- Trains and supervises hall staff on proper confrontation and follow-up of alleged policy violations, manages student conflicts, and supports students with student personal and academic concerns.
- Supports students of concern with intentional follow-up, collaboration with university colleagues, and referrals.

30% Residence Hall Operations and Management

- Coordinates with Residence Life Central Office staff to manage residence hall occupancy, including check-in/check-out processes, room changes, hall closings and openings, and break housing.
- Maintains hall office supply and programming budget in collaboration with Community and Engagement Manager
- Establishes and maintains relationships with custodial staff through regular interaction and weekly meetings to discuss facility related concerns, work orders, and safety-related issues.
- Maintains and monitors inventory for residence hall keys in assigned building(s) of responsibility.
- Triages and responds to student and facility related emergency situations, providing support and resources to students and others, according to established policies and procedures in partnership with university offices, emergency personnel and law enforcement if necessary.
- Collaborates with Community Assistants to support residence hall front desks (what we refer to as Hall Hubs).
- Educates residents on community safety and security efforts as well as emergency and severe weather procedures in collaboration with Risk Management.
- Conducts fire drills and ensure resident compliance with established safety procedures in collaboration with Risk Management, University Police, and other appropriate campus entities.
- Maintains proper building security, including monitoring of staff security rounds and response to security-related concerns.
- Assists the Communications and Engagement Manager in the support of summer camps and conference operations by working with sponsors and guests, educating on, and enforcing Residence Life and University policies, facilitating check-ins and check-outs, completing occupancy, and billing reports, and providing service for groups and participants.
- Shares in on-call responsibilities on a rotating basis with other live-in Residence Life staff.

20% Staff Supervision

- Supervises and evaluates their team of Resident Assistants and Community Assistant staff.
- Conducts weekly staff meetings.
- Meets and interacts regularly with staff in-person and via 1 -on-1 meetings and other forms of communication.
- Supervises the day-to-day activities of student staff and assists with the staff development plan including hiring, training, supervision, and evaluation.
- Coordinates and delivers staff development through centralized training and goal setting for student staff.

10% Leadership

- Participates and contributes to department and university meetings and trainings, including Residence Education and All-Staff meetings.
- Advises Hall Programming and Activities Board in collaboration with the student Community Assistants.
- Contributes to the assessment, planning, decision-making, and implementation of Residence Life goals and initiatives.



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- Utilizes assessment and other data in decision-making and improvement of services and programs.
- Upholds the department's commitment to diversity and inclusion, and customer service.
- Represents the department at recruitment, registration, and Week of Welcome events, and attends other programs and weekly traditions.
- Builds collaborative relationships by interacting with parents, students, and university personnel as well as participates in university functions and committees, as assigned.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Required Qualifications

- Bachelor's degree
- Minimum of 2 years Residence Life or Student Affairs experience
- Demonstrated ability to work independently
- Knowledge and understanding of Residence Life functions and operations
- Strong teamwork, leadership, and management skills
- Knowledge in developing learning-focused experiences for students
- Ability to work with a diverse population of students, faculty, staff, and other community members
- Effective decision-making, problem-solving, and judgement skills
- Demonstrated interest in continual learning and improvement
- Excellent interpersonal and communication skills
- Ability to multi-task and execute tasks to completion

Preferred Qualifications

- Master's degree in Student Affairs, Higher Education, or a related field

POSITION OF TRUST? If so, check all that apply to this position.

- Significant or unsupervised access to vulnerable populations (medical patients or un-enrolled minors)*
- Master keys or card access (key access to offices, facilities or worksites other than your own)
- Fiduciary responsibilities are greater than 50% of position responsibilities
- Executive position (Limited)

* Employees holding a position of trust with access to vulnerable populations shall be subject to a criminal background check every four years and shall be required to self-disclose certain criminal offenses.

CAMPUS SECURITY AUTHORITY (CSA): Yes No

Position is identified as a CSA based on functions involving relationships with students and/or significant responsibility for student and campus activities (beyond the classroom).