

Title:	Area Coordinator	Salary Grade:	Exempt
Job Status:	Full Time	Schedule:	8:30am-4:30pm Monday –Friday,
Reports to:	Associate Dean of Students & Director of Residence Life and Housing		flexible hours for nights and weekend commitments
Department:	Dean of Students		

General Summary of Responsibilities:

Dickinson College offers a creative and stimulating opportunity at a small liberal arts college re-imagining its residential program. Consistent with the college's mission of providing a useful education for engaged citizenship, the Area Coordinator (AC) will play an integral role in the development and implementation of community initiatives that provide students practical leadership experiences on managing the complexities of living together.

The AC is responsible for enhancing the quality of life for residential students through development of an atmosphere that promotes learning and fosters a strong sense of community and accountability. Through supervision of student staff, programmatic interventions, mentoring of students, and administrative processes, the AC contributes to the development of students' interpersonal, leadership and civic skills and fosters a healthy environment that supports the intellectual and academic life of the campus

As a live-in staff member, the AC will have a key role in shaping the environment and experiences students by providing services and programs focusing on the implementation of the residential program. As such, he/she will have contact with faculty and staff, participate in policy formulation, and support an engaging environment for students beyond the classroom walls. Collaboration throughout the Division and campus community is vital to the success of this position.

Education and Experience Required: Masters Degree in Counseling, Higher Education Administration, or related field; One year professional or two years part time graduate experience in residence life or housing

Preferred Qualifications: Supervisory experience, experience with crisis response, advising/mentoring, working with diverse student populations, student conduct, mediating student conflict, working in a college/university or other residential environment, a commitment to global education and sustainability, working in a small, private liberal arts institution

Supervisory Responsibilities: Paraprofessional staff: Community Advisors (directly), Resident Advisors (indirectly)

Essential Functions:

- Oversees the management of an area housing multiple residential communities including administrative, facility, and programmatic functions
- Creates a residential environment to ensure the provision of an involved community serving the needs of a diverse student population
- Assists Residence Life & Housing with developing a student experience that integrates residential community and student involvement experiences
- Develops and implements the residential program which includes advising community governance groups
- Recruit, select, train, supervise, and evaluate paraprofessional staff
- Assists staff in facilitating community norms and ensure community concerns are addressed in a timely/effective manner
- Develop training and ongoing development for paraprofessional staff to enhance the intellectual life of the campus and develop student's capacity for effective leadership
- Provides direction to staff on program planning, implementation, and assessment to ensure sufficient quality programming that meets the residents' developmental needs

- Coordinates and implements response to crisis within residential communities in collaboration with appropriate college partners
- Fulfill on-call responsibilities including crisis intervention for the college community
- Respond to student concerns through conversations, providing referrals, and collaborating with offices on and off campus to ensure treatment is received
- Provides student leadership development opportunities through advising, mentoring, and training programs
- Manage physical aspects of residential facilities and maintain communication with facilities and housekeeping staff, including coordinating residential facility opening and closing
- Address issues of student behavior through individual counseling and intervention to support student success and the development of civil communities
- Collaborate with and make referrals to the Wellness Center, Women's & Gender Resource Center, Esther Popel Shaw Center for Race & Ethnicity, Religious Life & Community Service, Global Education, Asbell Center for Jewish Life, Student Conduct, Department of Public Safety and other college partners.
- Assist with department special event planning and coordination as needed
- Participates in on departmental, divisional or college committees as appointed
- Act as a conduct hearing officer for policy violations, conducting interviews, issuing sanctions, and administering referrals to charged students

To Apply:

To apply on line please visit <https://jobs.dickinson.edu>

Applications will be reviewed as received.

Compensation

The College offers a competitive salary, a generous package of benefits, plus a furnished apartment, meal plan during the time the halls are open.